

A claim form for backdated Housing and Council Tax Reduction

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Use this form if your claim for Housing or Council Tax Reduction does not start as early as you think it should.

What is backdated Housing or Council tax Reduction?

We will normally pay your benefit from the Monday after the day that we get your claim. If you think you should be paid benefit earlier than this, but did not claim in time, you must ask us to backdate your claim. If we agree to backdate your claim we will pay you from an earlier date.

When will we backdate claims for Housing or Council Tax Reduction?

We must backdate your claim if you ask us to and you have a good reason for not claiming earlier. Not knowing the rules about claiming benefit is not normally considered a good reason for not claiming earlier.

You will need to give us evidence of the reasons you did not claim earlier. There is more advice on what evidence we may need at the end of this form.

We cannot backdate your claim if:

- you did not have a good reason for claiming late

or

- you had a good reason at the start of the time you wished to claim but this did not last until the date you made your claim. For example, if you were in hospital and you could not claim, we would not normally backdate your claim if you had delayed claiming once you were discharged.

If you want to ask us to backdate your claim, please complete the rest of this form.

If you would like this form in a different format or in a different language (for example, in Braille, on audio tape, in large print or on computer disk) please contact us on 01865 249811 or at the address overleaf.

Last name

Other names

Title (Mr, Mrs, Ms)

Address

Postcode

When do you want your Housing Benefit or Council Tax Reduction to start? / /

Tell us why you did not claim Housing or Council Tax Reduction earlier. It will help us to make our decision if you give as much detail as possible. Please use a separate sheet if you need more space.

Now sign the declaration below and return the form to us with any evidence of your circumstances. We will write to you if we need more information. When we make our decision we will write to you and tell you what we have decided and why.

DECLARATION

I declare that to the best of my knowledge the information given is true and complete.

I authorise Oxford City Council Benefits Service to check any information I have given if they need to do so.

Signed: _____ **Date:** _____

Please hand in this form at one of our local offices, or post it to: Oxford City Councils Benefits Service, P.O. Box 10, St Aldate's Chambers, St Aldate's Oxford, OX1 1BR.

What evidence should I provide with this form?

If you were ill during the period that you are requesting backdated benefit you must provide a letter from your GP. It must confirm the dates you were ill and confirmation that the illness may have contributed to you making a late application.

If you were in hospital please provide written confirmation from either the hospital or your doctor confirming the dates that you were hospitalised.

If you believe you were wrongly advised by any voluntary agency, Jobcentre Plus, Social Services, the Pension Service, the council or any other organisation please provide details. If you have any supporting documentation or can obtain written details from the organisation please send it along with this form.