

Welfare & Benefits Service Selectapost 15 Leeds LS2 8BA

 Telephone: (0113) 222 4404

 Minicom: (0113) 222 4410

 Fax: (0113) 247 7846

 Email: lcc.benefits@leeds.gov.uk

Claim Number: \_\_\_\_\_ Date: \_\_\_\_\_

Dear

### HOUSINGBENEFIT, COUNCIL TAX SUPPORT AND EDUCATION BENEFITS

I am writing to you because we need further information to work out your benefit correctly.

You have asked us to calculate your benefit entitlement based on the statement that you have no income.

In order for us to consider paying your Housing Benefit and Council Tax Support based on nil income, we require further information from you.

At the end of this letter is a questionnaire about your request. Please complete and return the form by ENTER DATE, using the pre-paid envelope provided.

If this information is not provided within one month of the date of this letter, I will have to determine that you do not qualify for Housing Benefit or Council Tax Support. This is because you have not provided all necessary information to support your claim and as such I cannot calculate your entitlement to benefit.

If we have asked for proofs, you must send original documents by return of post, ensuring that you give your name, address and claim number on anything you send. We cannot accept photocopies. Do not send valuable documents through the post. Details of where you can take this information are provided at the end of this letter.

We will return your documents within five working days.

If you require any assistance in providing this information, please do not hesitate to contact us on the above telephone number.

Yours sincerely,

Benefits Assessor Welfare & Benefits Service



## **Nil-Income Questionnaire**

1	1 For what period are you requesting assessment of Housing Benefit / Council Tax					
•	based on nil income? From:	То:				
2	Why did you have no income during this period?					
3	Please tick if you made a claim for any of the follo	owing benefits during this period: -				
	Jobseeker's Allowance (Income-based)	Income Support				
	Jobseeker's Allowance (Contribution-based)	Incapacity Benefit				
		Other (please state)				
1	If you made a claim for the above benefits but were refused or if you were not entitled please state why:					
5	If you did not make a claim for the above benefits, please explain why:					
5	How did you manage to buy essential items, e.g. toiletries and food, during this period (Please provide bank statements for this period) If you received money or meals from friends and family on a regular basis, we need to see statements f					
7	If there is anything that you wish to say that might support your claim for Housing Benefit based on nil income, please use the space provided below.					



## Changes in Circumstances

If you are receiving Housing Benefit and/or Council Tax Support you must tell us, by law, about any changes in your, or your family's, circumstances. This is because it may affect the amount of your benefit entitlement.

# If you do not tell us about a change in your circumstances within one month of it happening, you may lose out on benefit or we may pay you too much benefit and you will have to repay it.

You must tell us straight away if any of the following apply to you: -

- You or your partners wage goes up or down
- You or your partner start to receive a new state benefit
- Any state benefits you or your partner are receiving either change or stop (the DWP will not always notify us about any changes to state benefits, you must tell us about these changes yourself).
- You or your partner start working or change jobs
- One of your children starts or leaves school, or moves to a different school
- Any adults move in or out of your home or any of their circumstances change, by adult this means any non dependants in your household. An example of a non dependant is a grown up son or daughter.
- You or your partner move home
- You or your partners private pension goes up or down
- You or your partners savings go up or down
- You or your partner have any other change which may affect your benefit

Please tell us about any change straight away and remember to send us proof of the new details. Any proof you send to us must be an original document. We cannot accept copies. During the life of your claim we may visit you to make sure that your circumstances have not changed and that you are receiving all the benefit to which you are entitled.

Failure to report changes in circumstances, which affect your benefit, may result in prosecution.

### **Discretionary Housing Payments**

We can make Discretionary Housing payments to people getting Housing Benefit in certain circumstances if they need extra help with their rent.

You can claim this extra help if:

- You get Housing Benefit and
- This benefit doesn't fully cover your rent and
- You have special circumstances, which mean you need extra money to help pay your rent

If you want to claim Discretionary Housing Payments please contact Leeds Benefits Service on **0113 222 4404** and ask for a "Discretionary Housing Payment" claim form.

This form is also available on our website, at www.leeds.gov.uk/benefits.



#### Enclosed is a letter regarding your claim for Housing / Council Tax Support / Council Tax

If you would like an explanation of this letter, or if you require it in Braille, large print or audio CD/Tape, please ring 0113 222 4404. Alternatively, visit one of Leeds City Council's One Stop Centres (opening times are overleaf).

#### Our Textphone for Deaf and Hard of Hearing people is 0113 222 4410

হাউরিওলউস্টিল রিক্সে সাপেটি/জাইস্টিনির টাংক্সর জন্স আপনি যে দাবী করেছেন সে সম্বন্ধে সম্ব একাট চিঠি দেওঁয়া হরো। আপনি যদি এই চিঠিডে কি পেখা হয়েছে ডা অরোও ভালভাযে জালডে চাল, অথবা এটা রেইল(লন্ধজিপি), বড় ঘাপার অছরে বা অডিও সিডি/টেপে পেডে চাল, জাহল দয়া করে ০113 222 4404 এই নবরে ডোন করন্স। বিকন্ধে, বীডস সিটি নাউন্টিলিলের যে কোন একটি ওঁয়ান স্টপ সেন্টারে যেডে পারেন (খেলা খাকার সময় অপ্র পৃষ্ঠায় দেওঁয়া হয়েছে)। যারা কালে কম শ্রুলেন এবং বৃদ্ধির ভাদের জন্য আমাদের (টেক্সটিফোল লম্বর হলো 0113 222 4410.	現支附有關關下申請房屋/地方讓會稅福利津茲/地方讓會稅的信件 如歐臺結本信約內容, 或如需要信件的品字。將大字體或語音CD/總音帶版本, 請致電0113 222 4404. 另外, 關下也可觀自前往利茲市讓會的任何一站式中心(辦公歸開列於背頁)。 我們失聽及防聽人去提供的文字電話號碼是0113 222 4410。 Cantonese
اب کے باڑینڈگاکرنیل ٹیکن سورٹاکرنیل ٹیکن کلم کے بارے میں ایک خط مسلک گیاگیا ہے۔ اگر آپ کو این خط کے بارے میں نصبل درکار ہویا یہ آپ کو بریلے، بڑے حروف یا آگلو سی ڈی / ٹیب کی صورت میں مطلوب ہونو مہریاتی ارما کر 222 0113 4044 ہو فون کریں بصورت دیگر لیٹر سٹی کونیل کے کئی بھی ون اسٹلپ سینٹرز پر نشریف لائی (کھلنے کے اوقات چنت پر درج ہیں)۔ بہروں یا اونچا سننے والے افراد کے ٹیے ہمارا ٹیکنٹ فون یہ ہے Urdu	W załączeniu przesyłamy pismo w związku z zasiłkiem mieszkaniowym / zwolnieniem z podatku lokalnego (Council Tax)/ podatkiem lokalnym (Council Tax). Jeżeli potrzebuje Panił wyjaśnień dotyczących pisma, bądź życzy sobie otrzymać je w formacie Braille'a, powiększoną czcionką lub na taśmie/płycie CD, proszę zadzwonić pod numer 0113 222 4404. Może Panił również udać się do jednego z punktów obsługi Rady Miasta Leeds (godziny otwarcia podano na odwrocie). Numer naszego telefonu tekstowego dla osób niesłyszących lub słabosłyszących: 0113 222 4410. Polish
V příloze najdete dopis týkající se vaší žádosti o "Housing / Council Tax Support / Council Tax" (příspěvek na bydlení / úleva na obecní daní / obecní daň). Potřebujete-li tento dopis vysvětlit nebo potřebujete-li jej v Braillové písmu, velkými písmeny nebo na audio CD/kazetě, zavolejte prosim na číslo 0113 222 4404 nebo navštivte jedno z poradenských center úřadu města Leeds "One Stop Centre" (úřední hodiny jsou uvedeny na druhé straně). Číslo psacího telefonu pro nestyšící a nedoslýchavé je 0113 222 4410. Czech	ਰਿਖੇ ਹਾਊਜਿੰਗ/ਕੋਮਿਲ ਟੈਂਕਸ ਸਪੋਰਟ/ਕੋਮਿਲ ਟੈਂਕਸ ਲਈ ਤੁਹਾਡੇ ਕਲੋਮ ਬਾਰੇ ਚਿੱਠੀ ਨੈਥੀ ਕੀਤੀ ਹੋਈ ਹੈ। ਜੇਕਰ ਤੁਸੀਂ ਇਸ ਚਿੱਠੀ ਦਾ ਸਪਸਟੀਕਰਨ ਚਾਹੁੰਦੇ ਹੋ ਜਾਂ ਇਸ ਚਿੱਠੀ ਨੂੰ ਬ੍ਰੇਲ, ਵੱਡੀ ਛਪਦੀ ਜਾਂ ਆਡਿਓ ਸੀ ਡੀ ਟੇਪ ਵਿੱਚ ਚਾਹੁੰਦੇ ਹੋ ਡਾਂ ਕਿਰਪਾ ਕਰਕੇ 8113 222 4484 ਤੇ ਫੋਨ ਕਰੇ। ਜੇਕਰ ਤੁਸੀਂ ਬਾਹਵੇ ਤਾਂ ਤੁਸੀਂ ਲੀਡਜ ਕੋਸਿਲ ਦੇ ਵਨ ਸਟਾਪ ਸੇਂਟਰਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਵੀ ਸੇਂਟਰ ਨੂੰ ਵਿਜਿਟ ਕਰੋ (ਤੁਲਣ ਦੇ ਸਮੇਂ ਅਗਲੇ ਪੈਠੇ ਤੇ ਦਿਤੇ ਹੋਏ ਹਨ)। ਬੋਲਿਆਂ ਅਤੇ ਉੱਚਾ ਸੁਣਨ ਵਾਲੇ ਲੋਕਾਂ ਲਈ ਸਾਡਾ ਟੈੱਕਸਟਫੋਨ 8113 222 4418 ਹੈ। Punjabi
V prilohe nájdete list týkajúci sa vašej žiadosti o "Housing / Council Tax Support / Council Tax" (prispevok na bývanie / úľava na obecnej dani / obecná daň). Ak tento list potrebujete vysvetiliť alebo ho potrebujete v Braillovom písme, veľkými písmenami alebo na audio CD/kazete, zavolajte prosim na čislo 0113 222 4404 alebo navštivte jedno z poradenských centier úradu mesta Leeds "One Stop Centre" (úradné hodiny sú uvedené na druhej strane). Číslo písacieho telefónu pre nepočujúcich a osoby s poruchou sluchu je 0113 222 4410. Slovak	Vous trouverez cl-joint une lettre concernant votre demande d'aide en matière de logement, de soutien en matière de taxe municipale ou de taxe municipale. Si vous avez besoin qu'on vous explique cette lettre, ou si vous la voulez en Braille, en gros caractères ou enregistrée sur CD ou cassette, veuillez appeler le 0113 222 4404. Vous pouvez aussi vous rendre à l'un des One Stop Centres de la municipalité de Leeds (horaires au verso). Notre numéro de textphone, pour les personnes sourdes et malentendantes, est le 0113 222 4410. French
نامانى ھاۋپلچ دىربارەن داراكاريانكانە بۇ شونلى ئىشلەچيوون / ھاركارى كارنىل ئاكس / كارنىل تاكىن ئىڭلى پۈرىىئىت بە رووتكردغاوديە دىربارەن نامانكە يان دىئاىرىت ئامان تايبات بە كەسلى ئايىتات بۇ بىلىرىن يان بە پېتى گەرە يان بە شوازى دىنگى ئە شيوەن سى دى يان كاسىت ئامات بۇ بىترىن، ئىزا يىلىرىك ئە سانلەر مالى (دىن سلۇپ) ى سار بە شارىو الى ئىنز بكايتر، بو زاليارى زيلار دىربارەن كاتى قراغاردى سانلەركىلى رو تە لاپلىرەن ئاوديو. قراغاردى سانلەركىلى بىر قە لايلىرەن ئاوديو. بىكە بەر 1013224400 . بىكە بەر 1013224400 .	Em anexo, enviamos carta a respeito do seu pedido de subsidio para pagamento da renda de sua habitação (Housing) / subsidio do imposto Municipal (Council Tax) / sobre o imposto Municipal (Councili Tax). Se desejar alguma explicação relacionada com esta carta, ou se precisar que a carta seja escrita em alfabeto Braille, em letra de imprensa de tamanho maior ou em formato de CD audio ou cassette, por favor telefone para o número 0113 222 4404. Alternativamente, visite um dos centros da Câmara Municipal de Leeds chamados "Leeds City Council's One Stop Centres". (Os horários de atendimento encontram-se no verso desta carta). Portuguese Nosso telefone de texto para surdos, surdo-mudos ou deficientes auditivos (com tela de texto e teciado) é 0113 222 4410. Portuguese

Tr1744\_13 Updated 17/12/2013



### Office and telephone opening times Our telephone lines are open: Monday to Friday 8:00am to 6:00pm

Aireborough		North Seacroft		
Micklefield House, New Road Side,	Rawdon, Leeds,	Unit 8, Seacroft Green Shopping Centre, Seacroft,		
LS19 6DF		Leeds, LS14 6LU		
Opening times		Opening times		
Monday, Tuesday, Thursday, Friday	/ 8:30am - 4:00pm	Monday, Tuesday, Thursday, Friday	9:00am - 5:00pm	
	8:30am - 3:00pm	Wednesday		
Armley	•	Osmondthorpe	•	
2 Stocks Hill, Armley, Leeds, LS12	1UQ	81a Wykebeck Mount, Leeds, LS9 0JE		
Opening times		Opening times		
Monday, Tuesday, Thursday, Friday	/ 8:30am - 4:00pm	Monday, Tuesday, Thursday, Friday	8·30am - 4·00pm	
Wednesday			8:30am - 3:00pm	
Chapeltown	0.0004111 0.0000111	Otley One Stop Centre	0.0004111 0.0000111	
The Reginald Centre, 263 Chapelto	wn Road	Nelson Street, Otley, LS21 1EZ		
Leeds, LS7 3EX	wir roud,	Opening hours		
Opening times			10.00am – 6.00pm	
Monday to Friday	8:30am - 5:00pm	Tuesday	9.00am – 4.00pm	
Saturday - by appointment only	11:00am - 1:00pm	Wednesday, Thursday	9.00am – 4.30pm	
Saturday - by appointment only		Friday	9.00am – 4.00pm	
City Centre		Pudsey	5.50am - <del>1</del> .00pm	
2 Great George Street, Leeds, LS2	8RA	•		
Opening times		Town Hall, Robin Lane, Pudsey, Leeds, LS28 7BL Opening times		
Monday to Thursday	8:30am - 5:00pm	Monday, Tuesday	8:30am - 4:00pm	
Friday	9:30am - 5:00pm	Wednesday	8:30am - 3:00pm	
	10:00am - 12:00pm	Thursday, Friday	8:30am - 4:30pm	
	10.00am - 12.00pm	Rothwell	0.30am - 4.30pm	
	ewsbury Road			
190 Dewsbury Road, Leeds, LS11 6PF		Civic Buildings, Marsh Street, Rothwell,		
Opening times	0.00 am 1.00 am	Leeds, LS26 0AD		
Monday, Tuesday	8:30am - 4:00pm	Opening times	0.00 4.00	
Wednesday	8:30am - 3:00pm	Monday, Tuesday, Thursday, Friday		
Thursday, Friday	8:30am - 5:00pm	Wednesday	8:30am - 3:00pm	
Garforth		South Seacroft		
Lidgett Lane, Garforth, Leeds, LS25		90-95 Moresdale Lane, Leeds, LS14 6GG		
Opening times	( 0.00 am 1.20 am	Opening times	0.2000 1.00000	
Monday, Tuesday, Thursday, Friday		Monday, Tuesday, Thursday, Friday		
	9:00am - 3:00pm	Wednesday	8:30am - 3:00pm	
Harehills	- Leede LOO 700	St Georges Centre		
The Compton Centre, Harehills Lan	e, Leeas, LS9 /BG	St Georges Road, Middleton, Leeds,	LS10 40Z	
Opening times	0.00	Opening times		
Monday, Tuesday, Thursday, Friday		Meet & Greet Team	0.00	
Wednesday	8:30am - 3:00pm	Monday to Friday	8:00am - 6:00pm	
Saturday - by appointment only	10:00am - 1:30pm	Help with information and advice	0.00 1.00	
		Monday, Tuesday, Thursday, Friday	8:30am - 4:00pm	
		Wednesday Wetherby	8:30am - 3:00pm	
	Morley			
Town Hall, Queen Street, Morley, Leeds, LS27 9DY		24 Westgate, Wetherby, Leeds, LS22	2 6NL	
Opening times		Opening times		
Monday, Tuesday	8:30am - 4:00pm	Monday, Tuesday, Wednesday	9:00am - 3:00pm	
Wednesday	8:30am - 3:00pm	Thursday, Friday	9:00am - 3:00pm	
Thursday, Friday	8:30am - 5:00pm			

#### If you need help or advice about welfare benefits, please phone our Welfare Rights Section on 0113 376 0452 or e-mail welfare.rights@leeds.gov.uk