

# HOUSING BENEFIT AND COUNCIL TAX BENEFIT REVIEW FORM

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Official Use Only

Complete	Processed	Initials

## ABOUT THIS FORM

We need you to fill in this form so that we can continue to help to pay your rent, your council tax or both. Please get in touch with us if you need any help or advice about filling in this form. Our address and telephone numbers are on part 6 of this form. We are here to help you. Please complete all parts of this form, even if the information you gave on your last claim form remains unchanged. Please answer the questions or tick (✓) the boxes that apply to you.

## PART 1 ABOUT YOU AND OTHER PEOPLE WHO LIVE WITH YOU

### Do you have a partner who normally lives with you?

We use partner to mean:-

- a person you are married to or a person you live with as if you are married to them or
- a civil partner or a person you live with as if you are civil partners

No

Yes

If you have a partner you must answer all the questions about them as well as yourself.

**You**

**Your partner**

Last name

Other names

Address  
*You need not complete your partner's address if it is the same as yours.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Birth (ddmmyy)

National Insurance Number (NI)

Daytime Telephone Number

### Does anyone receive Carers Allowance for looking after you or your partner?

No  Yes

### Are there any children in your household under 19 who you are claiming child benefit for?

No  Yes

Tell us about the children - if you have more than 3 children use a separate sheet of paper.

First Child

Second Child

Third Child

Last name

Other names

Date of birth (ddmmyy)

## PART 1 ABOUT YOU AND OTHER PEOPLE WHO LIVE WITH YOU - Continued

Do any adults normally live with you and your partner?

By adults we mean people over 16 who nobody gets child benefit for.

No  Go to Part 2

Yes  Tell us about all the adults, except your partner, who usually live with you - if there are more than 3 people, please use a separate sheet of paper.

	First person	Second person	Third person
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth (ddmmyy)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Their relationship to you, for example aunt, brother or friend	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they normally work for more than 16 hours a week?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes, tell us their earnings before deductions for things like tax and NI and how often they get it?	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
Do they have any other income at all?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes, tell us any other income they have and how often they get it?	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
Do they have any investments?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes, how much interest do they get and how often?	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>

We need to see proof of the earnings, income and interest of any other people in your home unless they are a boarder or sub tenant who pays rent to you or your partner. These must be original documents, not copies.

## PART 2 ABOUT WORKING FOR AN EMPLOYER

Do you or your partner work for an employer?

No  Go to Part 3

Yes  Tell us about your work

	You	Your partner
What is the name and address of the person you do this work for?	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
How much do you get paid and how often?	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>

We need to see proof of your earnings. Please send us your last 5 payslips if you are paid every week or your last 2 payslips if you are paid every month. These must be original payslips, not copies. You can also ask who you work for to fill in a Certificate of Earnings, available on request from the Benefit Section.

### PART 3 ABOUT BEING SELF-EMPLOYED

Are you or your partner self-employed?

No  Go to Part 4

Yes

We need to see proof of your income. You must send us your trading accounts for the last financial year. If you have recently set up your business and do not have a full year's accounts, we will need to see some other proof of your income. We will write to you about this.

### PART 4 ABOUT BENEFITS, PENSIONS, ALLOWANCES AND TAX CREDITS

Are you or your partner getting any benefits, pensions, allowances or tax credits, or waiting to hear about benefits you have claimed?

No  Go to Part 5

Yes  Read the list of benefits below and tell us about any you or your partner are getting now or have claimed.

- Adoption Pay
- Attendance Allowance
- Bereavement Allowance
- Carers Allowance
- Child benefit
- Child Tax Credit
- Disability Living Allowance
- Employment and Support Allowance
- Fostering Allowance
- Guardian's Allowance
- Incapacity Benefit
- Income Support
- Industrial Death Benefit
- Industrial Injuries Disablement Benefit
- Jobseeker's Allowance
- Maternity Allowance
- Mobility Allowance
- Pension Credit (including Savings Credit)
- Private Pension
- Retirement Pension
- Return to Work Credit
- Severe Disablement Allowance
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Sick Pay
- Superannuation
- War Disablement Benefit
- War Pension or War Widow's Pension
- Widow's or Widower's Benefit
- Working Tax Credit

If you are getting or have claimed any benefit that is not listed, or you are waiting to hear about one, tell us about it on a separate sheet of paper and send it with the form. If you are sending a separate sheet of paper, tick the box. Please  also use a separate sheet of paper if you get more than 3 benefits.

You

Your partner

The name of the benefit, pension or tax credit

How much and how often?

 every  every 

The name of the benefit, pension or tax credit

How much and how often?

 every  every 

The name of the benefit, pension or tax credit

How much and how often?

 every  every 

Do you or your partner or any children you are claiming for have any money coming in that you have not already told us about on this form? This includes maintenance, student grants or loans, rent, money from boarders or lodgers and any cash payment.

No

Yes  Tell us about it below

What is the money for?

Who gets it?

How much and how often?

 every  every  every 

We must see proof of all the money, benefits, pensions, allowances and tax credits that you and your partner receive. They must be original documents, not copies.

## PART 5 ABOUT BANK ACCOUNTS, SAVINGS, INVESTMENTS AND PROPERTY

Do you, your partner or any children you are claiming for have any savings, investments or property in the UK or abroad?

No  Go to **Part 6**

This includes, cash, current accounts and savings accounts.

Yes  Please answer the following

Money in bank accounts No  Yes  How many accounts?  Total amount  £

Money in building society accounts No  Yes  How many accounts?  Total amount  £

Money in post office accounts No  Yes  How many accounts?  Total amount  £

Premium bonds/income bonds/capital bonds No  Yes  How many accounts?  Total amount  £

Unit trusts, ISA's, PEP's, TESSA's or other investments No  Yes  How many accounts?  Total amount  £

Money or property held in trust No  Yes  How many accounts?  Total amount  £

Stocks and Shares

Name of the company:

Number of shares:

Name of the company:

Number of shares:

Any other savings or investments

£

Do you, your partner or any children you are claiming for own or partly own any land or property other than the house you live in?

No  Go to **Part 6**

Yes  Tell us the address in the box below

**We must see proof of all capital, savings, and investment that you and you partner have. They must be original documents, not copies.**

## PART 6 DECLARATION

Please read this declaration carefully before you sign and date it.

**I understand the following:**

- If I give information that is incorrect or incomplete, you may take action against me.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources within the council, rent offices, and other councils.
- You may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make. You may give some information to other government organisations, such as government departments, local authorities and private-sector companies such as banks and organisations, if the law allows this.

**I know** I must let the council know about any changes in my circumstances which might affect my claim.

**I declare** the information I have given on this form is correct and complete.

Signature of person claiming

Partner's signature

Date (ddmmyy)

**This section must be completed if this form has been filled in by someone other than the person claiming.**

Name of person who filled in the form

Signature of the person

Relationship to the person claiming

**How to contact us:**

**Please return this form to or write to us at:**

South Holland District Council  
Benefit Section  
PO Box 8, Priory Road,  
Spalding, Lincs. PE11 2XQ

**Call in and see us** any weekday from 8.30am to 5.15 pm, except on Fridays when we close at 4.45pm.

**Ring us on** 01775 761161 and ask to speak to Benefits. Our operators can put you straight through to the right person if you tell them whether you are an owner occupier, a council tenant or a private tenant.

**Fax us on** 01775 711253

**E-mail us at** [benefits@sholland.gov.uk](mailto:benefits@sholland.gov.uk)

**Visit us at** [www.sholland.gov.uk](http://www.sholland.gov.uk)

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