



### Filling in the form:

- Please **use black ink only**.
- If you make a mistake just cross it through and put the right answer next to it.
- Please telephone us on **0151 443 4042** if you need this form in Braille, large print, another language or the help of an interpreter.

<b>Full name and title:</b>	<b>For official use only:</b>
<b>Address:</b>	
<b>Postcode:</b>	
<b>Daytime phone number:</b>	
<b>Mobile number:</b>	
<b>Email:</b>	
<b>Please tick which is the best way to contact you:</b>	
<b>Daytime number</b> <input type="checkbox"/> <b>Mobile</b> <input type="checkbox"/> <b>Email</b> <input type="checkbox"/>	
<b>Date you moved into the property:</b> If over 12 months ago give only the month and year      /      /	
<b>Date you want to claim from:</b> See section 10 for guidance on backdating      /      /	
<b>Where did you get this form from?</b>	Claim reference:
	Council Tax reference:
	UPRN:
	First contact date:
	Date form issued:
	Owner/tenancy type:
	Office receipt stamp

### About this form:

We have tried to make this form easy to fill in.

We have to ask all of the questions to make sure you get paid the right amount.

You must fill in **all parts that apply** to you or people who live with you.

Each part starts with a question to help you decide if you need to fill in that part.

If you need help with the form please take it to your local One Stop Shop. The address is on page 20, along with details of other welfare rights organisations who can help and advise you.

If you cannot get out we can arrange for a Welfare Benefits Officer to come to your home, please telephone us on **0151 443 4234**.

### About housing benefit and council tax benefit

Housing and council tax benefit can help to pay your rent and your council tax. People in work (whether employed or self-employed) and out of work can claim. Some students can get help with their rent. We cannot help to pay water charges or your mortgage. If you have £16,000 or more in capital or savings and you do not get guaranteed pension credit you will not be entitled to housing or council tax benefit.

You may be able to claim second adult rebate to help with your council tax if you do not have a partner but share your home with someone who:

- is 18 or over and on benefits or a low income; and
- does not pay you rent.

If you only wish to claim Second Adult Rebate please fill in parts **1, 6 and 14** of this form.

### About free school meals and clothing grants

If you have children we will use the information that you give us to see if you are entitled to free school meals and clothing grants. **You do not have to fill in a separate form.** However, a two-page form is available from our One Stop Shops if you only want to claim free school meals and/or school clothing grant.

# Part 1 About you and your partner

## Part 1a

Do you have a partner who normally lives with you?

No  Yes

(A partner is someone you are married to, a civil partner or someone you live with as though you are married or civil partners).

If 'Yes', give your partner's full name and title

## Part 1b

Please answer the following questions for both you and your partner

You

Your partner

Date of birth

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

National Insurance number

We need your National Insurance number before we can pay you.

Tick this box if you do not have a National Insurance number or cannot find it.

Are you or your partner registered blind?

No  Yes

No  Yes

Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last 2 years?

No  Yes

No  Yes

What is your nationality?

If your nationality is not British, on what date did you last enter the UK?

The UK is England, Northern Ireland, Scotland and Wales.

Have you moved home in the last 12 months?

No  Yes

No  Yes

If 'Yes', tell us your last address.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Did you or your partner own this property?

No  Yes

No  Yes

If 'Yes', have you sold the property?

No  Yes  We will contact you about this.

No  Yes  We will contact you about this.

Have you or your partner claimed housing benefit or council tax benefit before?

No  Yes

No  Yes

If 'Yes', when did you last claim?

What name did you claim in?

What address did you claim for?

Which council did you claim from?

Have you told this council that you have left the property?

No  Yes

No  Yes

# Part 2

# About your benefits, pensions and credits

## Part 2a Income support, income-based jobseekers allowance, income-related employment support allowance and guaranteed pension credit.

Do you or your partner get income support, income-based jobseekers allowance, income-related employment support allowance or guaranteed pension credit?

No  Go to part 2c  
 Waiting to hear  Go to part 2c  
 Yes  Go to part 2b

## Part 2b Attendance allowance or the care component of disability living allowance

If you get one of the benefits in **part 2a** you will usually be entitled to full housing and/or council tax benefit. However, if you have other adults living with you, such as grown up sons or daughters, we have to make a deduction from your benefit because they are expected to help pay towards rent and council tax. We will not make a deduction if you or your partner get attendance allowance, the care component of disability living allowance or are registered blind.

Do you or your partner also get attendance allowance or the care component of disability living allowance? No  Yes

## Part 2c Other benefits, pensions and allowances

Do you or your partner get any of the following?

	You	Your partner
Attendance allowance	<input type="checkbox"/>	<input type="checkbox"/>
Disability living allowance (care component)	<input type="checkbox"/>	<input type="checkbox"/>
Disability living allowance (mobility component)	<input type="checkbox"/>	<input type="checkbox"/>
Bereavement allowance	<input type="checkbox"/>	<input type="checkbox"/>
Carer's allowance If this has recently stopped because the person you were caring for passed away tell us when they died	<input type="checkbox"/> <input type="text" value="/ /"/>	<input type="checkbox"/> <input type="text" value="/ /"/>
Employment support allowance (contribution based)	<input type="checkbox"/>	<input type="checkbox"/>
Jobseekers allowance (contribution based)	<input type="checkbox"/>	<input type="checkbox"/>
Incapacity benefit	<input type="checkbox"/>	<input type="checkbox"/>
Industrial injuries disablement benefit	<input type="checkbox"/>	<input type="checkbox"/>
Pension credit (the savings part of pension credit)	<input type="checkbox"/>	<input type="checkbox"/>
Return to work credit	<input type="checkbox"/>	<input type="checkbox"/>
Retirement pension	<input type="checkbox"/>	<input type="checkbox"/>
Severe disablement allowance	<input type="checkbox"/>	<input type="checkbox"/>
Statutory maternity, paternity or adoption allowance	<input type="checkbox"/>	<input type="checkbox"/>
Statutory sick pay	<input type="checkbox"/>	<input type="checkbox"/>
Tax credits	<input type="checkbox"/>	<input type="checkbox"/>
War disablement benefit or war pension	<input type="checkbox"/>	<input type="checkbox"/>
War widow's pension	<input type="checkbox"/>	<input type="checkbox"/>
Widow's or widower's benefits	<input type="checkbox"/>	<input type="checkbox"/>

Does anyone get carer's allowance for looking after you or your partner? No  Yes   
 If 'Yes', tell us their name

Are you or your partner getting or waiting to hear about any other benefit, pension or credit that is not listed above? No  Yes   
 If 'Yes', tell us the name of the benefit.

**Please note:**  
 You do not usually need to provide proof for most of the above benefits, pensions and credits, as we can check for them. We will contact you if we cannot confirm the details.  
 However, you will need to provide proof of any industrial injuries disablement benefit, war disablement pension or war widow's pension you get, as we cannot check for these.

# Part 3 About paid work and other income

If you get income support, income-based jobseekers allowance, income-related employment support allowance or guaranteed pension credit you do not have to fill in this part, go to **part 5**.

## Part 3a About paid work and self-employment

	<b>You</b>	<b>Your partner</b>
Are you or your partner working for an employer, self-employed or doing any other work? <small>(such as voluntary or any other work, even if it isn't paid)</small>	No <input type="checkbox"/> Go to part 4 Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If 'Yes' tell us if you are working for; an employer, self employed or doing other work	<input type="text"/>	<input type="text"/>
How many jobs do you have?	<input type="text"/>	<input type="text"/>
What is your employer's name, address and telephone number? <small>(If you are self-employed give your business address and phone number)</small>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
When did you start this job or self employment?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is your payroll, employee or staff number?	<input type="text"/>	<input type="text"/>
If your job is due to end tell us what date it will end	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How often do you get paid? <small>(Weekly, fortnightly, 4 weekly, monthly, other – please state)</small>	<input type="text"/>	<input type="text"/>
How much do you get paid after tax and national insurance is taken out?	£ <input type="text"/>	£ <input type="text"/>
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
When will your next pay rise be? <small>(if you don't yet know you must tell us as soon as it does increase)</small>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Do you get any regular overtime, bonuses or commission?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If 'Yes', tell us how much and how often it is paid	£ <input type="text"/> Every <input type="text"/>	£ <input type="text"/> Every <input type="text"/>
Are you getting statutory sick pay, statutory maternity pay, statutory paternity pay or statutory adoption pay from your employer?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If 'Yes', when is it due to end?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Are you getting any company sick pay or maternity pay from your employer?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If 'Yes', when is it due to end?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

**Proof of wages:** You have to give us your last 5 weekly, 3 fortnightly or 2 monthly payslips.

Do not delay putting your claim form in if you do not have all the payslips, give us what you have and tell us when you will be able to give us the rest.

Do you or your partner pay child minding costs to a registered childminder, a nursery or an after school club?	No <input type="checkbox"/> Yes <input type="checkbox"/>	£ <input type="text"/> Every <input type="text"/>	(You will need to provide proof of the amount you pay, and how often you pay this such as a letter from the childminder, nursery or after school club)
--	--	--	--

# Part 3b About your self-employment

	You	Your partner
Do you have any business partners? If 'Yes', tell us their name and address	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	Name <input type="text"/>	<input type="text"/>
	Address <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>
Do you get a business start-up allowance? If 'Yes', tell us how much and how often you get this	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	£ <input type="text"/>	£ <input type="text"/>
	Every <input type="text"/>	Every <input type="text"/>
Do you pay into a private pension scheme? If 'Yes', tell us how much and how often you get this	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	£ <input type="text"/>	£ <input type="text"/>
	Every <input type="text"/>	Every <input type="text"/>

**Proof of self-employed earnings:** please provide your trading accounts for the last 12 months. If you have only recently set up the business and do not have a full year's accounts you can get a self employed form from any of our One Stop Shops to give more information about your business income and expenditure, or you can call 0151 443 4042.

## Part 3c About your voluntary or unpaid work

Do you get paid? If 'Yes', tell us how much and how often you get this	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	£ <input type="text"/>	£ <input type="text"/>
	Every <input type="text"/>	Every <input type="text"/>
Do you get expenses or tips? If 'Yes', tell us how much and how often you get this	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	£ <input type="text"/>	£ <input type="text"/>
	Every <input type="text"/>	Every <input type="text"/>

Please provide a letter from the company you do voluntary work for to confirm the above details. Repayment of expenses are not counted as income.

## Part 3d About students

Are you or your partner a student?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes, full time <input type="checkbox"/>	Yes, full time <input type="checkbox"/>
	Yes, part time <input type="checkbox"/>	Yes, part time <input type="checkbox"/>
Start date of course	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Number of weeks in academic year	<input type="text"/>	<input type="text"/>
Do you receive a grant or bursary?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Have you taken out a student loan in this academic year?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

Please provide proof of your student grant, bursary and student loan.

## Part 4 About bank accounts, savings and investments

If you get income support, income-based jobseekers allowance, income-related employment support allowance or guaranteed pension credit you do not have to fill in this part, go to part 5.

**For everyone else claiming:** you must tell us if you or your partner have any bank accounts, savings, investments or property in the UK or abroad. This includes cash, current and savings accounts with a bank or building society, post office accounts, premium bonds, national savings certificates and stocks and shares. You must tell us about all accounts, even if you only use them for wages, benefits or pensions to be paid in. We regularly match data with the Department for Work and Pensions, which can identify undeclared accounts.

**Do you or your partner have any of the following?**

	<b>You</b>	<b>Your partner</b>
<b>Bank accounts</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
How many accounts?		
Who with?		
Total amount in accounts	£	£
Account numbers		
<b>Building society accounts</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
How many accounts?		
Who with?		
Total amount in accounts	£	£
Account numbers		
<b>Post office accounts</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
How many accounts?		
Total amount in accounts	£	£
Account numbers		
<b>Unit trusts, ISAs, PEPs, Tassas, or Toisas</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
How many accounts?		
Who with?		
Total amount in accounts	£	£
Account numbers		
<b>Income Bonds or Capital Bonds</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
How many accounts?		
Who with?		
Total amount in accounts	£	£
Account numbers		
<b>National Savings Certificates</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Total value national savings	£	£
How many national savings certificates?		
National savings certificates issue dates		

# Part 4 About bank accounts, savings and investments - continued

	You	Your partner
<b>Premium bonds</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Number of premium bonds		
Total value of premium bonds	£	£
<b>Stocks and shares</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Company name(s)		
Number of share		
Total value	£	£
<b>Money or property held in trust</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Give details		
Total value	£	£
<b>Money from the sale of a house or money from a charity</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Give details		
Total value	£	£
<b>Any other savings, capital or investments you have not told us about above</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Give details		
Total value	£	£

Proof of capital, savings and investments. You normally only need to provide proof of your savings, capital and investments if the total value is over £6,000 (£10,000 if you are pension age). If you have over £16,000 you cannot get housing or council tax benefit.

# Part 5 About children

We need to know about **all children who live in your home** who are:

- **under 16**; or
- **aged 16 or 17** and registered on a **government training scheme**; or
- **aged 16, 17, 18 or 19** and in education doing a course not higher than GCE A level, SCE higher level or GNVQ (advanced).

**Are there any children in your household as described above?** (If you need to tell us about more than 4 children tell us about them in **part 11**)

**No**  Go to **part 6**

**Yes**  Tell us about them below.

	First child	Second child	Third child	Fourth child
<b>Full name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date of birth</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Male or female</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Relationship to you</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Relationship to your partner</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Who gets the child benefit for them?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Child benefit number</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Do they normally live with you?</b> (If 'No', we will contact you about this)	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
	<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>
<b>Does the child get disability living allowance?</b>	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
	<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>
<b>Does the child own any property or land or have it held in trust?</b> (If 'Yes', we will contact you about this)	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
	<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>
<b>If you are not their parent are you their guardian or a foster-parent?</b>	Guardian <input type="checkbox"/>	Guardian <input type="checkbox"/>	Guardian <input type="checkbox"/>	Guardian <input type="checkbox"/>
	Foster parent <input type="checkbox"/>	Foster parent <input type="checkbox"/>	Foster parent <input type="checkbox"/>	Foster parent <input type="checkbox"/>
<b>What is the name of the school or nursery your child goes to?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>If the child is over 15 please give the date you expect them to leave school</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

## Free school meals and clothing grants

We will use the information you give to work out if you or any other adults in your home qualify for free school meals and school clothing grants for your child or children. We will write to tell you about your entitlement. We will pay the school clothing grant into your bank or building society account. Please fill in your bank details in **Part 9b**.

If you do not want to receive free school meals and/or clothing grant, even if you qualify for them, please tick the box or boxes below.

**I do not want to receive free school meals for my child or children, even if I qualify for them**

**I do not want to receive the school clothing grant for my child or children, even if I qualify for this**

# Part 6 About other people who live in your home

**Apart from the people you have told us about in Parts 1 and 5, does anyone else live with you?**  
 Include all other relatives, friends, joint owners, joint tenants, boarders or lodgers.

No  Go to part 7  
 Yes  Tell us about them below. If there are more than four people tell us about them in **Part 11**

	First person	Second person	Third person	Fourth person
<b>Full name and title</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date of birth</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<b>National Insurance number</b>	Letters <input type="text"/> Numbers <input type="text"/>	Letter <input type="text"/> Letters <input type="text"/> Numbers <input type="text"/>	Letter <input type="text"/> Letters <input type="text"/> Numbers <input type="text"/>	Letter <input type="text"/> Letters <input type="text"/> Numbers <input type="text"/> Letter <input type="text"/>
<b>Relationship to you or your partner</b> (for example: aunt, brother, daughter, father, grandson, lodger, friend)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**If any of the above are partners please tell us their names** (this is to make sure we only make one non-dependant deduction for each partner couple)

Name  is the partner of   
 Name  is the partner of

	First person	Second person	Third person	Fourth person
<b>Do they get disability living allowance?</b> If 'Yes', say if care, mobility or both.	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Amount</b>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

	First person	Second person	Third person	Fourth person
<b>Are they working?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>If 'Yes', what is their gross pay and how often are they paid ?</b>	£ <input type="text"/> Every <input type="text"/>	£ <input type="text"/> Every <input type="text"/>	£ <input type="text"/> Every <input type="text"/>	£ <input type="text"/> Every <input type="text"/>

	First person	Second person	Third person	Fourth person
<b>How many hours a week do they work?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	First person	Second person	Third person	Fourth person
<b>Are they claiming a state benefit?</b> If 'Yes', tell us which benefit they get.	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Benefit</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	First person	Second person	Third person	Fourth person
<b>Are they a student?</b> You will need to provide proof that they are a student.	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

	First person	Second person	Third person	Fourth person
<b>Are they on a government training scheme?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Start date</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<b>End date</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

	First person	Second person	Third person	Fourth person
<b>If they are a boarder or lodger do they pay you rent?</b> If 'Yes', how much each 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"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>£</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	First person	Second person	Third person	Fourth person
<b>Is heating included?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

	First person	Second person	Third person	Fourth person
<b>Are meals included?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

## Part 7 About where you live

### Part 7a About living away from home

Are you living away from home at present? No  go to Part 7b Yes

If 'Yes', tell us why you are not living at home

When did you last live at home?

When do you expect to go back home?

Where do you live at the moment?

Have you rented your home to someone else?

No  Yes

If 'Yes', tell us who lives there

### Part 7b About paying rent for your home

Do you pay rent for your home? No  Go to part 10  
Yes  Go to part 8

## Part 8 About Rent

What is your landlord's name and address?

By landlord we mean the person or company who owns the property you live in.

  
  

Postcode

If your landlord has an agent tell us their full name and address.

By agent we mean the person or company you actually pay your rent to.

  
  

Postcode

Are you, your partner, any children you are claiming for or any joint tenant related to your landlord or their partner, or to your landlord's agent or their partner?

No

Yes  Who is related?

What is the relationship?

(This includes related by marriage even if the marriage has ended. Some examples are: ex-wife, ex-husband, aunt, brother, mother, father-in-law, son-in-law, granddaughter and step-son).

When did your tenancy start?

How long is your tenancy for?

How many bedrooms are in your home?

Do you have any weeks when you do not have to pay rent?

No

Yes  If 'Yes', how many weeks in a year?

Does anyone else share the rent with you?

No

Yes  If 'Yes', tell us their name and relationship to you.

Are you behind with your rent?

No

Yes  If 'Yes', how many weeks do you owe?

May we discuss the progress of your claim with your landlord or their agent?

No

Yes  (We will not discuss your personal or financial details, we will only tell them if you have made a claim, if we have paid you or if we need more information before we can pay you.)

# Part 9 How we pay you and the choices you have

## Part 9a Paying your council tax benefit and/or housing benefit

- **Council tax benefit.** We pay it to your council tax account and you will get a lower bill.
- **Tenant of a housing association, housing trust or registered social landlord,** we will usually pay any housing benefit you are awarded direct to your landlord, unless you tell us to pay you.
- **Tenant of a private landlord,** we will usually pay any housing benefit you are awarded directly to you. If you have difficulty managing your affairs, have rent arrears or are unlikely to pay your rent, we may decide to pay your landlord. If you want us to consider paying your landlord please tick the box below and tell us why you want the money to go to your landlord. You will need to provide proof of any special circumstances you may have, such as a letter from your doctor, care worker or advice agency. **Your landlord will need to agree to receive these payments and sign a landlord agreement form before we can pay your benefit to them.**

Tick this box if you want your local housing allowance paid to your landlord

Tell us why you want it paid to your landlord

## Part 9b Payment direct to your bank account

We will only pay housing benefit and school clothing grants to a bank or building society account.

About the account you want to use.

- You can use an account in your name, your partner's name or joint names.
- You can use an account in someone else's name if:
  - the terms and conditions of their account allows this; and
  - they agree to let you use their account; and
  - you are sure they will use your money in the way you tell them.
- You can use a credit union account.
- If someone is acting on your behalf you can use an account in their name or both your names.

If you do not have a bank account you can get information about opening a basic bank account at [www.knowsley.gov.uk](http://www.knowsley.gov.uk), from any of our One Stop Shops or by calling 0151 443 4042

### Your account details

**Please take care filling in your bank details.** If you tell us the wrong account details your payment may be delayed or you may lose money. You can find the account details on your cheque book or bank statements or by asking your bank, building society or credit union.

**Please remember to tell us if any of your account details change in the future.**

### Your account details

Housing benefit, school clothing grant or both?	<input type="text"/>
Name of account holder	<input type="text"/>
Full name of bank, building society or credit union	<input type="text"/>
Sort code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account number	<input type="text"/>
Building society roll or reference number or credit union reference	<input type="text"/>

## Part 10 Backdating your claim

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have good reason for not claiming earlier.

We can only backdate your claim for a maximum of 6 months from the date you request it if you are of working age.

If you or your partner are of pension age, we will automatically treat your claim as being made 3 months earlier, or from the date you or your partner became of pension age or you became liable for rent or council tax if this is less than 3 months.

**Date you want to claim benefit from**

**Tell us why you did not put your form in earlier.**

Please give as much information as you can and provide proof wherever possible, such as a letter from your doctor, hospital or care worker. We may need to contact you again about this.

## Part 11 Anything else you need to tell us

Use the space below to tell us anything else you think we need to know about. Use a separate sheet of paper if you need to and attach it to this form. Make sure you put your name and address on any additional sheets and number them.

## Part 12 Sharing information about your claim

### Part 12a Supported living

To help people to continue living in their own home, our Supported Living Team may be able to help meet the costs for certain charges which housing benefit cannot cover. This includes things such as general counselling and support, emergency alarm, floor or wall sensors, home help or carer and attendance at a day care centre.

To make sure you get all the financial help you are entitled to for the supported living services that the council provides, we may pass some information about your housing and/or council tax benefit claim to other parts of the council. This can help us speed up your claim and means you will not have to fill in any more forms. We will only share information about:

- when **your** housing benefit starts;
- when **your** housing benefit ends;
- when **you** move home;
- any information on **your** housing and council tax benefit claim form; and
- any change to the information on **your** housing and council tax benefit claim form so they can pay the right support costs on your behalf.

If you do not currently receive any supported living services but feel you have need of them we can arrange for the Knowsley Access Team to contact you. If you would like the Knowsley Access Team to contact you tick this box.   
If you prefer, you can contact the team directly on **0151 443 2122**, for advice and to arrange for an assessment of your needs.

### Part 12b Sharing your information with other people you trust

Sometimes you may need someone else to contact us about your claim, such as a family member, a friend or someone else acting for you. We can only discuss your claim with another person if you have given us permission to do so. If you would like someone else to speak to us on your behalf please tell us about them below.

**I give Knowsley Council Benefit Section permission to discuss my claim with the person named below**

Full name

Relationship to you

(such as mother, son, friend  
care worker, welfare rights advisor)

**We may need to write to you from time to time. Do you want us to send any letters directly to the person you have named instead of to you?**

No

Yes

If 'Yes', please give their address, postcode and telephone number.

<b>Postcode</b>
<b>Telephone number</b>

### Part 13 Viewing your housing and council tax benefit information on-line

We are developing a secure access for customers to see information about their benefit claim on-line, such as weekly benefit amount, next payment date and amount due and previous payments

**Would like to view your benefit information on-line?**

No

Yes  We will contact you about this

# Part 14 Declaration of Truth

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

If you have a partner and one or both of you get employment support allowance, it is better for you both to sign this declaration so that we can make sure you get the maximum amount of benefit you are entitled to.

Even if someone else has completed this form for you, you must still understand and sign the declaration.

I understand the following.

- If I give information that is untrue or not complete you may take action against me. This may include court action.
- You will use the information I have given to process my claim for housing benefit and/or council tax benefit, free school meals and/or school clothing grants and care and support costs.
- You may check the information with other sources, where the law allows this.
- You may use any information I have given for this and any other claim for state benefits that I have made or may make. You may give information to other organisations, such as government departments, local authorities and private sector companies such as banks or other organisations that may lend me money and Experian, a credit reference agency, where the law allows this.
- You regularly match data with the Department for Work and Pensions which can detect undeclared income and bank accounts.
- You will use the information I have given and share it with other council departments to check or prove my entitlement to other benefits, grants and services that I may have a right to receive, such as care to help me stay in my home.
- I must let you know right away about any change in my circumstances that might affect my claim.
- If I receive too much benefit because I do not tell you about changes in my circumstances I will have to repay the money.

I declare the information I have given in this form is true and complete.

Signature of person claiming

Date

Partner's signature

Date

If any part of this form has been filled in by someone other than the person claiming, please tell us why you are filling this form in for them, such as the person is blind, dyslexic or has difficulty reading, writing or understanding English.

Full name of person filling in the form

Your relationship to the person claiming

- I have read each question to them and written down their answers.
- I have read the declaration above to them and they have confirmed they understand it.

Signature of person filling in the form

Date

## Part 15 Proof you need to provide with your claim

If you or your partner **get** income support, income-based jobseekers allowance, income-related employment support allowance or guaranteed pension credit you do not need to provide proof of national insurance number, identity, income or savings and investments.

The Department for Work and Pensions has already verified these details. We will check the details with the Department for Work and Pensions and will contact you if we need to. However, you may need to provide proof of income for any other adults living with you (see below for guidance) and if you pay rent you will need to provide your tenancy agreement or letter from your landlord.

If you or your partner **do not get** income support, income-based jobseekers allowance, income-related employment support allowance or guaranteed pension credit **you will need to provide the following proof** to support your claim:

### **Proof of national insurance number and identity for you and your partner**

You need to provide one form of proof for National Insurance number, such as NI number card, payslip or pension slip, letter from DWP or Tax Office. Plus one other proof of identity such as passport, birth or marriage certificate, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill.

### **Proof of earnings**

If you, your partner or any other adult living in your home is working you will need to provide the latest 5 weekly, 2 monthly or 3 fortnightly payslips. If you haven't got them all bring in the most recent that you have and we will let you know if you need to provide any more. If you don't have any payslips tell us and we will send a form to your employer to complete.

### **Proof of tax credits (child, working or disabled tax credits)**

Bring in your most recent award letter if you have it. Don't worry if you haven't, we should be able to get the information from the Tax Credit Office and will contact you if we need to.

### **Proof of child benefit**

Bring in your most recent award letter or your latest bank statement showing the child benefit being paid in.

### **Proof of other income you receive**

**Private pension:** bring in your most recent pension slip.

**Maintenance from a former partner:** the court order or a letter from the former partner. You only need to provide proof if the payment is for you or your partner. You don't need to provide proof if it is paid for children only.

**Student grant or bursary:** for you or your partner provide your latest award letter. For any other adult in your home provide their student certificate.

### **War pension or war widow's pension**

Your latest award letter showing how your pension is made up.

### **Other state benefits, allowances or pensions**

The only benefit you have to provide proof of is industrial injuries disablement benefit. If you, your partner or other adults living in your home get any other state benefit, state allowance or state pension, fill in the details on the claim form and we will check them with Jobcentre Plus or the Pension and Disability Service. We will contact you if we cannot get the details.

### **Proof of capital, savings and investments**

**Working age:** You usually only need to provide proof if your total amount is over £6,000, but you still need to tell us how much you have. We may need to contact you for proof where your savings are below the above amounts.

**Pension age:** You usually only need to provide proof if your total amount is over £10,000, but you still need to tell us how much you have. We may need to contact you for proof where your savings are below the above amounts.

These amounts apply whether you are single or have a partner. If your total savings, capital and investments are above these amounts you need to provide all your bank, building society or post office books, full bank statements, certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see evidence of any interest or dividends you get on investments and savings. Bank statements must show details for at least the last 2 months.

### **Proof of rent**

You must provide proof of your current rent, such as your tenancy agreement, latest rent increase letter or letter from your landlord.

### **Proof of money you pay out**

Such as letters showing how much you have to pay towards student fees, maintenance or child support payments or child carer costs.

# Equal opportunities monitoring form

We have a duty to make sure that all people living or working within our borough have the opportunity to use our services and that people feel fairly treated when they do use our services.

Monitoring the people who use our services tells us if we are leaving any group out or treating any group unfairly when they do use our services. The information you are about to complete is held securely and confidentially. All personal details are protected by the Data Protection Act, which stops unlawful access by any person, agency or organisation and the Freedom of Information Act.

**Please tick the boxes below that you feel best describe you. You do not have to answer the questions if you prefer not to.**

**What is your gender?**

Male

Female

**Do you consider yourself to be disabled?**

Yes

No

**What is your ethnic group?** (Tick the appropriate box)

## Asian or Asian British

Bangladeshi

Chinese

Indian

Pakistani

Any other Asian background (Please write below)

## Black or Black British

African

Caribbean

Any other Black background (Please write below)

## Mixed or Mixed British

White and Black African

White and Asian

White and Black Caribbean

Any other mixed background (Please write below)

## White

White English/Welsh/Scottish/Northern Irish/British

White Irish

Gypsy or Irish Traveller

Any other White background (Please write below)

## Arab or other ethnic group

Arab

Any other ethnic group (Please write below)

# What happens next?

When you have filled in and signed this form, take it into your local One Stop Shop along with the proof we need to see. When you take your form in you will be given a receipt. This will show the date your form was received and whether your claim is **complete** or **incomplete**.

**If your claim is complete** - We aim to process your claim as quickly as possible and we will send you a letter telling you how much housing and/or council tax benefit you are entitled to. When you get the letter please read it carefully and tell us right away if you think any of the information is wrong. Sometimes, even though your claim appears complete we may need some more information before we can process it. If so, we will contact you to tell you what we need.

**If your claim is incomplete** - You need to provide some proof or information. Your receipt will show what you need to bring in. **Remember, we can't work out how much benefit you should get until you bring in the missing information.** If you don't have the information we have asked for please tell us right away and we will try to help. Bring the information in as soon as you can. **If you don't bring in all the information within a calendar month of the date on your receipt then you may not get any benefit at all and you will have to pay full rent and/or council tax.**

**Remember, you must tell us right away if anything you have told us on the claim form changes.**

## Our customer promise

### We promise to:

- give you the right information to make it clear what you can expect from us and what you need to do in return;
- do our best to help you, listen to you and make sure you feel comfortable dealing with us;
- explain why decisions have been made about your claim and what will happen next if it is not what you hoped for;
- deal with your claim as quickly as we can. We will tell you how long it will take and do our best to keep to the time we have said;
- make sure that you can contact us in ways that are simple and easy to understand. We will tell you about other services that may help you;
- protect your personal information;
- use your feedback to help improve our service;
- take any complaints seriously, our leaflets, website or staff can explain how to complain;
- protect public money – we will not tolerate fraud; and
- measure how well we meet these standards and publish the results.

### We expect you to:

- tell us whenever your personal or household circumstances change;
- treat our staff with courtesy;
- keep any appointment you have with us, or let us know as soon as possible if you cannot; and
- tell us if you need to communicate with us in a different way.

## Changes you must tell us about

You must tell us straight away if you have any change that might affect the amount of housing and/or council tax benefit you receive, such as;

### Income:

- if your income or the income of anyone living in your household changes;
- your income support, income-based job seekers allowance, income-related employment support allowance or guaranteed pension credit ends;
- you or your partner start work, receive a pay rise or your wages change due to working different hours;
- if you or your partner start to receive child tax credit, working tax credit or pension credit; or
- any other type of income you receive changes.

### Capital, savings and investments:

- your or your partner's capital, savings or investments change.

### Household:

- any of your children leave school or leave home (if your child becomes 18 please confirm if you continue to receive child benefit for them);
- anyone moves into or out of your home (including lodgers and subtenants);
- you or anyone living with you becomes a student, goes on a youth training course, goes into hospital or nursing home or goes into prison;
- you move home, either on a temporary or permanent basis; or
- you or your partner will be away from home for more than a month.

### Rent:

- your rent changes.

### You can tell us about these changes by:

- calling into any One Stop Shop;
- telephoning us;
- writing to us;
- emailing us.

Our contact details are on **page 20**.

If you don't tell us about a change right away you may lose money or you may get too much benefit and have to pay it back. You must make sure **you** tell us about these changes. Don't rely on someone else to pass the message on. It is an offence not to tell us about any change that affects the amount of benefit you receive and we may take court action against you. **If you have a change but you are not sure if it affects your benefit, please contact us and we will be happy to advise you.**

# How to contact us

## Call into one of our One Stop Shops

### Huyton One Stop Shop

Municipal Buildings  
Archway Road  
Huyton  
Merseyside  
L36 9YU

### Kirkby One Stop Shop

Municipal Buildings  
Cherryfield Drive  
Kirkby  
Merseyside  
L32 1TX

### Halewood One Stop Shop

The Halewood Centre  
Roseheath Drive  
Halewood  
Merseyside  
L26 9UH

### Prescot One Stop Shop

Prescot Shopping Centre  
Aspinall Street  
Prescot  
Merseyside  
L34 5GA

**Our One Stop Shops are open Monday to Friday 9am to 5pm**

## You can also contact us by:

**Post:** Housing Benefit Section, Municipal Buildings, Kirkby, Merseyside, L32 1TX  
(If you are posting this form back please make sure you pay the correct postage so that it reaches us promptly)

**Telephone: 0151 443 4042** (lines are open Monday to Friday from 9am to 5pm and Saturday from 10am to 12.30pm).

**Email:** [benefits@knowsley.gov.uk](mailto:benefits@knowsley.gov.uk)

**Fax:** 0151 443 4142

**Website:** [www.knowsley.gov.uk](http://www.knowsley.gov.uk)

## Supported living

For advice about the care and support services available to help people to continue living in their own home or to arrange an assessment of your needs contact the Knowsley Access Team on **0151 443 2122**.

## Help and advice about welfare benefits

We are happy to offer you help and advice about this claim form or other welfare benefits. However, if you wish to seek independent advice there are a number of organisations, such as Citizens' Advice Bureau, who can help you with this claim form or give you advice about welfare benefits and other matters. Contact details can be found in your yellow pages or you can go on-line for this information.

## Data Protection – how we collect and use the information you give to us

We are committed to supporting residents to get the services and support that they have a right to receive. To do this we need to collect and use information about the people we give services to and others we have contact with. We will only collect the information that we need to process your claim. We may share information you give to us, but only where it is necessary and the law allows it. This will be to:

- make sure the information is accurate;
- make sure you get all the benefits you have a right to receive;
- prevent or detect crime (benefit fraud investigations may include checks on people who live with you that you have not told us about);
- protect public funds; and
- meet our key aims and legal duties.

### If you would like details of the information we hold about you, please contact:

The Information Officer  
Knowsley Borough Council  
Risk and Resilience Division  
PO Box 24, Archway Road  
Huyton, Knowsley  
Merseyside  
L36 9YZ

**email:** [foi@knowsley.gov.uk](mailto:foi@knowsley.gov.uk)

### If you would like more information about Data Protection, please contact:

The Information Commissioner's Office  
Wycliffe House,  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

**Telephone:** 01625 545 745

**Website:** [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)