

Council Tax Support Claim Form

Don't delay - claim today!



Please return this form as quickly as possible, even if you do not have everything we ask for, to make sure that you do not lose any reduction.
You can send the rest to us later.

Filling in the form

- Answer 'Yes' or 'No' questions by ticking the relevant box. If you are picking an answer from a list of answers, put a tick in the relevant box. If you do not answer a question we will have to send the form back, and this will delay the claim.
- If someone else fills in the form for you, there is a declaration for them to sign in Part 14. You must sign Part 14 as well.
- Your award will normally start from the Monday after we receive the form. In the form, we ask for proof of your income and capital. If you don't yet have all the proof we need, send the form in now and send the proof later.
You have one month from the date we receive the form to send in the proof.
- You must tell us immediately if your circumstances change. See page 2 for a list of changes that may affect your claim.

How to contact us in writing:

- Benefit Section, Dacorum Borough Council, The Forum, Marlowes, Hemel Hempstead, Herts, HP1 1DN
- Monday to Thursday 8.45am – 5.15pm, Friday 8.45am – 4.45pm.
Phone: 01442 228000 and ask for "Benefits"

Email: benefits@dacorum.gov.uk

For office use only

Date of issue

Issued by

Date Received

Notes for filling in the claim form

About this form

This Council Tax Support claim form has been specially designed to be easy to fill in. It is long, but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of reduction. You may not have to fill in all parts of the form, but you must fill in any part that is relevant to you. Every part starts with a question to help you decide if you need to fill in that part.

Second Adult Rebate

Second Adult Rebate is Council Tax Support you can get if you are a pensioner, share your home with someone who is not your partner, is on a low income, is 18 or over, and does not pay you rent.

If you are claiming Second Adult Rebate, only fill in Parts 1, 3, 12, 13 and 14.

Evidence

We need to see evidence of some of the things you tell us about. The checklist at the end of the form will help you. If you are not sure if we need to see evidence of something, get in touch with us. We will tell you what we need to see. We cannot award your reduction until we have seen the evidence we have asked for.

How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send us, to process your claim for Council Tax Support.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and HM Revenue and Customs, as allowed by law. We may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give them information, to:

- make sure the information is accurate; and
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

The Council is the data controller for the purposes of General Data Protection Regulations/ UK Data Protection Bill. If you want to know more about what information we have about you, or the way we use it, please visit

www.dacorum.gov.uk/privacypolicies

Changes you must tell us about Tell the Council's Benefit Department straight away if;

- any of your children leave school or leave home; or
- anyone moves in or out of your home (including lodgers, joint tenants and subtenants); or
- your income or the income of anyone living with you, including benefits, changes; or
- your capital, savings or investments change; or
- you or anyone living with you becomes a student; goes on a Youth Training Scheme; goes into hospital or a nursing home; goes into prison; or gets, changes or leaves a job; or
- you or your partner are going to be away from home for more than a month; or
- you receive any decision from the Home Office; or
- anything you have told us about changes; or
- you move house; or
- you or any one in your household receives or ceases to receive DLA or PIP.

If you don't tell us about these changes, you may lose a reduction you are entitled to or you may receive too much reduction and have to pay the Council Tax back.

You must make sure that you tell us about these changes. Don't rely on someone else to pass on the message.

It is an offence not to tell us about any change of circumstance that affects your award. We may take court action against you. If we pay you too much support, in most cases, you will have to pay it back.

Part 1 About you and your partner

Do you have a partner who normally lives with you?

A partner means a person you are married to or have a civil partnership with, or a person you live with as if you were their husband, wife or civil partner. (A civil partnership is a formal arrangement that gives same sex partners the same legal status as a married couple.) Even if your partner only comes home at weekends, or part of the week, you must include them

No

Yes

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

You

Your partner

Surname or family name

First name(s)

Any other surnames or family names you have used, such as before marriage or in a previous marriage

Title (Mr, Mrs, Ms and so on)

Address

Do not tell us your partner's address if it is the same as yours.

Postcode

Postcode

What date did you move in to this address? (first spent the night there)

 / /
 / /

Your daytime phone number

You do not have to tell us this, but it may help us to deal with your claim more quickly.

What is this number?

Please tick.

Home Work Mobile Textphone

Home Work Mobile Textphone

E-mail address

We want to deal with your claim as quickly as we can and if we have your e-mail address we may contact you this way.

Date of birth

 / /
 / /

National Insurance number

You can find this on payslips or letters from Department of Works and Pensions or the tax office.

Letters Numbers Letter

Letters Numbers Letter

If you do not have a National Insurance number, or cannot find it, tick this box.

If your partner does not have a National Insurance number, or cannot find it, tick this box.

Are you living away from home at the moment?

No

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?

/ /

/ /

Tell us the address where you are living at the moment.

Postcode

If your home has been sublet, tell us who lives there now.

Have you or your partner claimed Council Tax Support, Housing Benefit or Council Tax Benefit before?

You

No

Yes When did you claim?

/ /

Which council did you claim from?

What name did you claim in?

What address did you claim for?

Postcode

Your partner

No

Yes When did they claim?

/ /

Which council did they claim from?

What name did they claim in?

What address did they claim for?

Postcode

If you have moved home in the last 12 months, tell us your last address.

Postcode

Postcode

Were you the home owner, a private tenant, a council tenant or a boarder at this address?

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 We will write to you about this.

No

Yes We will write to you about this.

What is your nationality?

If your nationality is not British, on what date did you settle in the UK (please don't include times when you've been on holiday outside of the UK)?

/ /

/ /

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

Are you or your partner in hospital at the moment?

You

No

Yes When did you go in?
 / /

Your partner

No

Yes When did they go in?
 / /

When will you come out (if you know this)?
 / /

When will they come out (if they know this)?
 / /

Do you or your partner get Disability Living Allowance?

No Yes

No Yes

Do you or your partner get Personal Independence Payment?

No Yes

No Yes

Do you or your partner get Attendance Allowance?

No Yes

No Yes

Does anyone get Carer's Allowance for looking after you or your partner?

No Yes

No Yes

(If anyone claims Carer's Allowance for looking after you in the future please let us know)

Have you or your partner ever claimed Carer's Allowance? Still tick 'Yes' if you claimed but were not paid any money.

No Yes

No Yes

Do you or your partner have a vehicle from a mobility scheme?

No Yes

No Yes

Are you or your partner a student?

No Yes

No Yes

Do you study full time or part time?

Do they study full time or part time?

Full time Part time

Full time Part time

Tick if you or your partner are:

- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- registered blind
- long-term sick or disabled

Is anyone in the household pregnant? If 'Yes', who?

No Yes

Due Date

/ /

Are there any children in your household? By children we mean under 16 or aged 16 to 20 and in full-time education or approved training.

No Go to **Part 3**.

Yes If there are more than 4 children, send us the details in an email.

| | First child | Second child | Third child | Fourth child |
|--|---|---|---|---|
| Surname or family name | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| First name(s) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Date of birth | <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"/> |
| What is the child's sex? | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| The child's relationship to you | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| The child's relationship to your partner | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Usual address if different from yours | <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> |
| Child Benefit number | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Who gets the Child Benefit for them? | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Is the child registered blind? | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| Does the child get Disability Living Allowance? | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| Does this child get Personal Independent Payment? | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| Do you pay a registered childminder, nursery or after-school club any childminding costs for this child? | No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please tell us the name and registration number of the childcare provider. <input type="text"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please tell us the name and registration number of the childcare provider. <input type="text"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please tell us the name and registration number of the childcare provider. <input type="text"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please tell us the name and registration number of the childcare provider. <input type="text"/> |
| How much do you pay a week? | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| £ | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Part 3 About other people who live with you

Do any adults usually live with you and any partner you have? No Go to Part 4.
 Yes Answer all questions in this section.

By adults we mean people over 16 who nobody gets Child Benefit for. Do not tell us about people who just share a hall, bathroom or toilet with you. If you want to tell us about more than 3 people, tell us in an email.

First person

Second person

Third person

Surname or family name

Other names

Date of birth

 / /
 / /
 / /

National Insurance Number

Their relationship to you or your partner Some examples are

aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger or friend.

When did they move in?

 / /
 / /
 / /

Do they receive any State Benefits?

No
 Yes Tell us which.

No
 Yes Tell us which.

No
 Yes Tell us which.

Do they normally work?

No
 Yes Please tell us their gross earnings and number of hours they work

No
 Yes Please tell us their gross earnings and number of hours they work

No
 Yes Please tell us their gross earnings and number of hours they work

Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?

No
 Yes Tell us which.

No
 Yes Tell us which.

No
 Yes Tell us which.

Are they severely mentally impaired?

No
 Yes

No
 Yes

No
 Yes

Are they in legal custody at the moment?

No
 Yes When are they expected to be released?

No
 Yes When are they expected to be released?

No
 Yes When are they expected to be released?

 / /
 / /
 / /

Are they in hospital at the moment?

No
 Yes When did they go in?

No
 Yes When did they go in?

No
 Yes When did they go in?

 / /
 / /
 / /

When will they come out (if you know this)?

When will they come out (if you know this)?

When will they come out (if you know this)?

 / /
 / /
 / /

Are any of the people who live with you married to each other, civil partners of each other, or living together as if they are married or civil partners?

No
 Yes Tell us their names.

 is the partner of

And is the partner of

Part 4 About Universal Credit, Income Support, Jobseeker's Allowance, Pension Credit and Employment and Support Allowance

You

Are you or your partner getting Universal Credit, Income Support, Jobseeker's Allowance, Pension Credit or Employment and Support Allowance at the moment?

No

Yes When did you start getting it?

/ /

Your partner

No

Yes When did they start getting it?

/ /

Are you or your partner still waiting to hear about a claim for Universal Credit, Income Support, Jobseeker's Allowance, Pension Credit or Employment and Support Allowance?

No

Yes When did you claim?

/ /

No

Yes When did they claim?

/ /

Part 5 About benefits, tax credits and state pensions

Are you or your partner getting any of the benefits or credits listed below, or are you waiting to hear about benefits or credits you have claimed? Read the list of benefits and credits below and tell us about any that you or your partner are getting now or have claimed.

No Go to Part 6.

Yes Tell us about the benefits below.

| Pensions | You | | | Your partner | | |
|---|-----|----------------------|--|--------------|-----------------------|--|
| | Yes | How much do you get? | | Yes | How much do they get? | |
| State Retirement Pension | | £ | | | £ | |
| Pension Credit (Savings Credit) | | £ | | | £ | |
| Widow's Allowance or Bereavement Allowance | | £ | | | £ | |
| Widowed Parent's Allowance or Widow's Pension | | £ | | | £ | |
| War Widow's or War Dependant's Pension | | £ | | | £ | |
| War Disablement Pension | | £ | | | £ | |
| Industrial Injury/Disablement Pension | | £ | | | £ | |
| Exceptionally Severe Disablement Allowance | | £ | | | £ | |
| Benefits and Allowances | | | | | | |
| Contribution-based Job Seeker's Allowance | | £ | | | £ | |
| Child Tax Credit | | £ | | | £ | |
| Working Tax Credit | | £ | | | £ | |
| Employment Training Allowance | | £ | | | £ | |
| Child Benefit | | £ | | | £ | |
| Incapacity Benefit | | £ | | | £ | |
| Employment and Support Allowance - contribution based | | £ | | | £ | |
| Attendance Allowance | | £ | | | £ | |
| Disability Living Allowance: | | | | | | |
| Mobility Component | | £ | | | £ | |
| Care Component | | £ | | | £ | |

| | You | | Your partner | |
|---|--------------------------|------------------------|--------------------------|------------------------|
| Personal Independence Payment | <input type="checkbox"/> | £ <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> |
| Carer's Allowance | <input type="checkbox"/> | £ <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> |
| Severe Disablement Allowance | <input type="checkbox"/> | £ <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> |
| Maternity Allowance | <input type="checkbox"/> | £ <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> |
| Fostering Allowance | <input type="checkbox"/> | £ <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> |
| Universal Credit | <input type="checkbox"/> | £ <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> |
| Any other benefit, pension or money from the government | <input type="checkbox"/> | £ <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> |

Are you repaying a Social Fund loan or overpayment for any of these benefits? No Yes If yes, which one?

Have you or your partner deferred (put off) receiving a pension? No Yes If yes, please give details

Part 6 Income other than earnings

Do you or your partner have any money coming in (or expect to have some money coming in) that you have not already told us about on this form?

No Go to Part 7.

Yes Complete the questions as below.

You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the Macfarlane Trust.

| | You | | | Your partner | | |
|---|--------------------------|------------------------|-----------------------|--------------------------|------------------------|-----------------------|
| | Yes | How much do you get? | How often is it paid? | Yes | How much do they get? | How often is it paid? |
| Private Pension 1 paid by <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> |
| Private Pension 2 paid by <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> |
| Please attach separate sheet if you have more than 2 pensions | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> |
| Pension Protection Fund Payments | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> |
| Annuities | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> |
| Youth Training Scheme payment or Training Credits | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> |
| Maintenance for you | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> |
| Maintenance for your child - including CSA | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> |
| Student grant or loan | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> |
| Payments from boarders | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> |
| Weekly amount from letting or sub-letting part of a property | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> |
| Payments from a charity | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> |
| Any other income e.g. Redundancy or Loan Protection Payments (please give name) | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | £ <input type="text"/> | <input type="text"/> |

We must see evidence of any money or pension coming in before we can decide how much Support you can get. Read the checklist at Part 15 to see what you can use as evidence.

You

Your partner

Do you or your partner work for an employer?

No Go to Part 8.
 Yes Answer the questions in this section.

No Go to Part 8.
 Yes Answer the questions in this section.

Do you work for more than one employer?

No
 Yes Tell us about all the employers in an email.

No
 Yes

What kind of work do you do?

What is your employer's name and address?

 Postcode

 Postcode

When did you start this job?

 / /
 / /

How much do you get paid before tax and National Insurance are taken off?

£

£

How often do you get paid?

 Every

 Every

How are you paid?
 For example, in cash, by cheque or straight into a bank or building society account.

How many hours a week do you usually work?

Give details of any regular overtime, bonuses, commission or tips.

Are you getting Sick Pay, Maternity Pay, Paternity Pay or Adoption Pay from your employer at the moment?

No
 Yes

No
 Yes

When did it start?

 / /
 / /

Do you pay into a private or company pension scheme?

No
 Yes How much?

No
 Yes How much?

£

£

How often?

How often?

 Every

 Every

We must see 5 weekly, 3 fortnightly or 2 monthly consecutive of your most recent pay slips before we can decide how much Support you can get. Read the checklist at Part 15 to see what you can use as evidence.

You

Your partner

Are you a company director?
If you answered 'Yes', you will need to provide your payslips.

No Yes

No Yes

Are you or your partner self-employed?

No Go to Part 9.
Yes Answer the questions on this page.

No Go to Part 9.
Yes Answer the questions on this page.

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

What kind of work do you do?

When did the business start?

 / /
 / /

What is the business address?

 Postcode

 Postcode

Are there any other partners in the business?

No Yes Tell us their name and address.

No Yes Tell us their name and address.

 Postcode

 Postcode

How many hours a week do you usually work?

Do you get a Business Start-up Allowance?

No Yes How much?

No Yes How much?

 £

How often?

How often?

 Every

 Every

Do you pay into a private pension scheme?

No Yes How much?

No Yes How much?

 £

 £

How often?

How often?

 Every

 Every

We must see evidence of your earnings before we can decide how much Support you can get. Read the checklist at Part 15 to see what you can use as evidence.

You

Do you or your partner do any other work?
This could be voluntary work, therapeutic work or any other work.

No Go to Part 10.
Yes Answer the questions on this page.

What other work do you do?

What is the name and address of the person you do this work for?

| |
|----------|
| |
| |
| |
| Postcode |

When did you start this work?

 / /

How many hours a week do you usually work?

Do you get paid for this work? No

Yes How much?

£

How often?

Every

Your partner

No Go to Part 10.

Yes Answer the questions on this page.

| |
|----------|
| |
| |
| |
| Postcode |

 / /

No

Yes How much?

£

How often?

Every

We must see evidence of any earnings before we can decide how much Support you can get. Read the checklist at Part 15 to see what you can use as evidence.

Part 10 About bank accounts, savings, investments and property

You

Do you or your partner have any bank accounts, savings, property or investments in the UK or abroad?

No Go to part 11
Yes Answer all the questions in this part.

Your partner

No
Yes

This includes cash, current accounts and savings accounts with a bank or building society, post office accounts, Premium Bonds, National Savings Certificates, stocks, shares and property.

Please answer these questions for yourself and your partner. Please include empty and overdrawn accounts, whether in one name or jointly held with anyone else.

Do you have bank, building society or post office accounts? (including current accounts)
If yes, please tell us the balance of your accounts

No
Yes

Account number/name/other details

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |

| Your balance/value | Partner's balance/value |
|--------------------|-------------------------|
|--------------------|-------------------------|

| | |
|---|---|
| £ | £ |
| £ | £ |
| £ | £ |
| £ | £ |
| £ | £ |
| £ | £ |
| £ | £ |
| £ | £ |

We may ask to see evidence of all capital, savings and investments. Read the checklist at Part 15 to see what you can use as evidence.

Do you have stocks, shares, unit trusts?
If yes, list the names of investments and number of shares held.

No
Yes

Name

Number held

| |
|--|
| |
| |
| |

| |
|--|
| |
| |
| |

Do you have National Savings Certificates?
If yes, list the issue, purchase date and number of units.

No
Yes

| |
|--|
| |
| |
| |

| |
|--|
| |
| |
| |

Do you have other investments, redundancy payments, premium bonds, Tessa, ISAs, SAYE, cash etc?
If yes, please give details.
(Please also use this space if you need to tell us more about any of the above savings.)

No
Yes

Have you or your partner received any backdated benefit or deferred payments, such as State pension, which you have added to your savings?

No Yes If 'Yes' please give details.

Do you or your partner own or partly own any property or land except the home you live in, either in the UK or abroad?
Tick 'Yes', even if you have a mortgage or loan for the property or land. This includes jointly owned properties.

No Yes What is the address?

| |
|----------|
| |
| |
| |
| |
| Postcode |

How much is it worth?

£

If you have a mortgage or loan for this, how much is left to repay?

£

Have you or your partner received a compensation payment relating to the Second World War?

No Yes

Use the box below to tell us anything else you think we should know about.

Part 14 Declaration

Even if someone else has partly or fully filled in this form for you, you **MUST** sign this declaration if you can. If you have a partner, it would be helpful if they sign below to confirm that all the details about them are correct. 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. This may include court action.
- You will use the information I have provided to process my claim for Council Tax Support, or to assess any discount or grant for Council services. You may check the information with other sources as the law allows.
- You may use any information I have provided for this and any other claim for social security benefits that I have made or may make. This includes any Discretionary Housing Payment. You may give some information to other government organisations, such as government departments and local councils, if the law allows this. The council may share data with the government in order to combat fraud and reduce error and this includes the use of tracing agents.

I know I must let the Council's Benefit Section know immediately in writing about any change in my circumstances or the circumstances of anyone living with me, which might affect my claim. If I do not, you may take action against me. This may include court action.

I declare that this is my claim for Council Tax Support and the information I have given on this form is correct and complete. I authorise the Council to make any necessary enquiries to check that the information is true and correct.

Please tick the box to confirm that you have read and understood the declaration, and understand your responsibilities to report any changes in your circumstances to the Council.

Date / /

If this form has been partly or fully filled in by someone who is not the person claiming, please tell us why you are filling in this form for the person claiming.

As far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct. If I am making this claim on behalf of the above person, I understand that I am liable for what I have written on the form and accept that the declaration applies to me.

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming

Date

 / /

If you know or suspect someone is committing benefit fraud, you can report them direct without having to give your name or details by:

- writing to the Council
- phoning: 01442 228291 – or National Hotline number 0800 854 440;
- e-mailing to FraudHotline@dacorum.gov.uk; or going on our website: www.dacorum.gov.uk

Part 15 Checklist

If you do not provide all the evidence we need, we might not be able to reduce your Council Tax. We need the same evidence for your partner, if you have one, and for any other adults living in your home.

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence later. We can start to process your claim, but we will not be able to make any award until we have all the evidence. Please tell us now in Part 13 if you cannot supply the evidence within one month.

- **Evidence of identity** – This is usually anything that has your full name and date of birth on it
- **Evidence of your National Insurance Number** – This could be any document that has your National Insurance Number on it
- **Evidence of savings, investments and property** – This means all of your bank accounts, savings accounts, shares, premium bonds or other investments or property. We will need to see the last 2 months statements for any accounts.
- **Evidence of earnings for all adults in the property** – We need to see your payslips (your last 5 if you are paid weekly, your last 3 if you are paid every 2 weeks or your last 2 if you are paid monthly). If you are self-employed, you will need to complete an additional form. Please contact us so that we can send you one.
- **Evidence of other income** – this means money from pensions or gifts of money that people have given to you.
- **Evidence of benefits, Tax Credits or Pension Credit** – any letters from the DWP or HMRC confirming how much you get.
- **Evidence of other money you pay out** – this means receipts from registered child carers or financial help you give to a student.

Please now email your completed form to benefits@dacorum.gov.uk

- If you would like us to discuss your claim with someone else who is helping you, you will need to complete a third party authorisation form. Please contact us so that we can send you one.

The government has asked us to gather information about our customer's ethnic background. It's your choice whether to fill in this section. Please show which of the following groups you and your partner (if any) consider you belong to by ticking one box for you and one for your partner.

| | You | Your partner |
|---------------------------|--------------------------|--------------------------|
| White | | |
| British | <input type="checkbox"/> | <input type="checkbox"/> |
| Irish | <input type="checkbox"/> | <input type="checkbox"/> |
| Other white | <input type="checkbox"/> | <input type="checkbox"/> |
| Mixed | | |
| White and black Caribbean | <input type="checkbox"/> | <input type="checkbox"/> |
| White and black African | <input type="checkbox"/> | <input type="checkbox"/> |
| White and Asian | <input type="checkbox"/> | <input type="checkbox"/> |
| Other mixed | <input type="checkbox"/> | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | <input type="checkbox"/> |

| | You | Your partner |
|---------------|--------------------------|--------------------------|
| Asian | | |
| Asian British | <input type="checkbox"/> | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> | <input type="checkbox"/> |
| Kashmiri | <input type="checkbox"/> | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> | <input type="checkbox"/> |
| Other Asian | <input type="checkbox"/> | <input type="checkbox"/> |
| Black British | <input type="checkbox"/> | <input type="checkbox"/> |
| Caribbean | <input type="checkbox"/> | <input type="checkbox"/> |
| African | <input type="checkbox"/> | <input type="checkbox"/> |
| Other black | <input type="checkbox"/> | <input type="checkbox"/> |

Anything else you want to tell us about that may affect your claim