



Ryedale District Council

Claim form for Housing Benefit and Council Tax Benefit

Name and address	Date of issue	Date we received the form
	Issuing officer	
	Claim reference	Date we returned the documents and initials

Please read the guidance notes at the back of this form.

- Fill in this form to claim money off your rent or Council Tax bill.
- If you need help to fill in this form, please contact the Revenues Office at the address above.
- If you want to claim benefit for an earlier period, give the date you want to apply from and your reasons for not applying at that time in Part 14.

The Revenues Office will use the information you give us on this application form to work out whether you are entitled to benefit. We must take all appropriate steps to protect public funds and prevent fraud, and to help others do the same. We may give the organisations involved in sharing out public funds (for example, local authorities and central government agencies) access to the information you have provided.

The Revenues Unit, which includes Benefits, Council Tax and Business Rates, **will be closed until 10.30am each Tuesday** for staff training. We apologise for any inconvenience this may cause.

Please send this form back quickly or you may lose money.

Office use only: New claimant New claim Change of circs Dup Review

Input and assessed by: _____ Date: / /

Useful phone numbers and addresses

Your local Jobcentre Plus office will be at one of the addresses below.

Jobcentre Plus
Norton Road
Malton
North Yorkshire
YO17 9RD
Phone: 01653 685848

Jobcentre Plus
11-17 Monkgate
York
North Yorkshire
YO3 7JZ
Phone: 01904 682100

Jobcentre Plus
Rowntree House
Aberdeen Walk
Scarborough
YO11 1UZ
Phone: 01723 395100

Fraud hotline



Freephone
0800 174553

Help us to beat the benefit cheats!

We are committed to providing a high-quality service at the lowest cost to you. This includes protecting public funds. We concentrate on preventing and detecting fraudulent claims for Housing Benefit and Council Tax Benefit. These benefits are meant to help people on low incomes pay their rent and Council Tax. Some examples of fraudulent claims are:

- claiming benefit when you are not living or paying rent at the property concerned;
- claiming benefit while you are working without telling us how much you earn; and
- claiming benefit as a single person while you are living as a couple.

We have set up a fraud hotline and we strongly encourage members of the public to ring us to tell us about anyone they think is claiming benefits they are not entitled to. **You do not need to give your name.** We will look into all the information we receive and take firm action against people who are abusing the system.

As well as our main council offices at Ryedale House, we also have three area offices where you can hand in your filled-in application form, and we can photocopy original documents as proof.

Pickering Customer Contact Centre
@ NYCC Community Resource Centre
The Ropery
Pickering
YO18 8DY

Only open on Mondays
from 9.00am to 4.00pm.

Kirkbymoorside Customer Contact Centre
Church House
7 High Market Place
Kirkbymoorside
York YO62 6AT

Only open on Wednesdays
from 8.30am to 5pm, and
Thursdays 3pm to 8pm.

Helmsley Customer Contact Centre
Town Hall
Market Place
Helmsley
York YO62 5BL

Only open on Fridays
from 8.30am to 3pm.

Part 1 About you and your partner

Please complete this form in **BLACK PEN** only.

Do you have a partner who normally lives with you?

By partner we mean someone of the opposite sex you are married to or live with as if you are married; or a person of the same sex you have entered into a civil partnership with or 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

Any other names you have used

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

Date of birth

National Insurance number

You can find this on payslips or letters from social security or the inland revenue or the pension service. We cannot decide your claim if we do not have your National Insurance number.

Letters	Numbers	Letter
<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"/>
<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"/>

Letters	Numbers	Letter
<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"/>
<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"/>

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

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

Your daytime phone number

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

When did you move to this address?

If your partner died on or after **9 April 2001**, please give the date they died.

Are you a joint tenant or joint owner?

No

Yes Please give the other tenant's or owners full name and address.

Part 1 About you and your partner - continued

You

Your partner

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?

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Dates you lived there

/ / to / /

/ / to / /

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

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

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

Have you told the council that paid your benefit that you have moved?

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 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 last enter the UK?

/ /

/ /

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

Part 1 About you and your partner - continued

You

Your partner

Are you or your partner in hospital at the moment?

No

No

Yes When did you go in?

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

No

Yes How much?

Yes How much?

Care: £

Care: £

Mobility: £

Mobility: £

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

No

No

Yes

Yes

Do you or your partner get Attendance Allowance?

No

No

Yes

Yes

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

No

No

Yes

Yes

Have you or your partner ever claimed Carers Allowance?

No

No

Yes

Yes

Still tick 'Yes' if you were not paid any Carers Allowance. This could have been because you were better off getting another social security benefit.

Do you or your partner pay towards the upkeep of a student?

No

No

Yes How much do you pay?

Yes How much do they pay?

£

£

How often?

How often?

Every

Every

Are you or your partner a student?

No

No

Yes Do you study full time or part time?

Yes Do they study full time or part time?

Full time Part time

Full time Part time

Part 1 About you and your partner - continued

Please 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

You

Your partner

We will contact you if we need any more information.

Part 2 About children

You may be able to get more benefit if there are children in your household and they are:

- under 16;
- aged 16 or 17 and registered for work or youth training; or
- aged 16, 17 or 18 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?

No Go to **Part 3**.

Yes If there are more than 3 children, use a separate sheet of paper to tell us all the information we ask for on this page.

If you are sending a separate piece of paper, tick this box.

	First child	Second child	Third child
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	<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"/>
The child's relationship to you	<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"/>
Usual address if different from yours	<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"/>
Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>	<input type="text"/>
	We need to see evidence of this.	We need to see evidence of this.	We need to see evidence of this.
If the child is over 15, please tell us, roughly, the date they will leave school.	<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"/>

Part 2 About children - continued

	First child	Second child	Third child
Is the child registered blind?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	We need to see evidence of this.	We need to see evidence of this.	We need to see evidence of this.
Does the child get Disability Living Allowance?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> How much?	Yes <input type="checkbox"/> How much?	Yes <input type="checkbox"/> How much?
	Care: £ <input type="text"/>	Care: £ <input type="text"/>	Care: £ <input type="text"/>
	Mobility: £ <input type="text"/>	Mobility: £ <input type="text"/>	Mobility: £ <input type="text"/>
Do you pay a registered childminder, nursery or after-school club any childminding costs for this child?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us the name and registration number of the minder.	Yes <input type="checkbox"/> Tell us the name and registration number of the minder.	Yes <input type="checkbox"/> Tell us the name and registration number of the minder.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	How much do you pay a week?	How much do you pay a week?	How much do you pay a week?
	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	We need to see evidence.	We need to see evidence.	We need to see evidence.

Part 3 About other people who live with you

Do any adults usually live with you and your partner? No Go to Part 4.

By adults we mean people over 16 who nobody gets Child Benefit for. Yes Give details below.

Now tell us about all the people who usually live with you and your partner.

If you want to tell us about more than 3 people, use a separate sheet of paper.

If you are sending a separate sheet of paper, tick this box.

Part 3 About other people who live with you - continued

	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	<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"/>
Their National Insurance number (if you know it)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Their relationship to you or your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Some examples are mother, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger or friend.			
Do they get Income Support, income-based Jobseeker's Allowance or Employment and Support Allowance income based?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do they get Disability Living Allowance or Attendance Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?
	£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
Are they registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they pay rent or money for board and lodgings to you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?
	£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
Are they severely mentally impaired?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they in legal custody at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>	When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>	When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>

Part 3 About other people who live with you - continued

	First person	Second person	Third person
Are they in hospital at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> When did they go in? <input type="text"/>	Yes <input type="checkbox"/> When did they go in? <input type="text"/>	Yes <input type="checkbox"/> When did they go in? <input type="text"/>
	When will they come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>	When will they come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>	When will they come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>
Do they normally work for 16 hours or more a week?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us their earnings before any deductions. <input type="text"/> £	Yes <input type="checkbox"/> Tell us their earnings before any deductions. <input type="text"/> £	Yes <input type="checkbox"/> Tell us their earnings before any deductions. <input type="text"/> £
	We need to see evidence of their earnings.	We need to see evidence of their earnings.	We need to see evidence of their earnings.
Do they have any other income at all? This means any benefits or allowances you have not told us about on this form and interest from savings and investments.	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Name of first other income <input type="text"/>	Yes <input type="checkbox"/> Name of first other income <input type="text"/>	Yes <input type="checkbox"/> Name of first other income <input type="text"/>
	How much is it before deductions? <input type="text"/> £ a week	How much is it before deductions? <input type="text"/> £ a week	How much is it before deductions? <input type="text"/> £ a week
	Name of second other income <input type="text"/>	Name of second other income <input type="text"/>	Name of second other income <input type="text"/>
	How much is it before deductions? <input type="text"/> £ a week	How much is it before deductions? <input type="text"/> £ a week	How much is it before deductions? <input type="text"/> £ a week
	Name of third other income <input type="text"/>	Name of third other income <input type="text"/>	Name of third other income <input type="text"/>
	How much is it before deductions? <input type="text"/> £ a week	How much is it before deductions? <input type="text"/> £ a week	How much is it before deductions? <input type="text"/> £ a week
	We need to see evidence of other incomes.	We need to see evidence of other incomes.	We need to see evidence of other incomes.

Part 3 About other people who live with you - continued

Are any of the people who normally live with you married to each other, civil partners 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 rent

Do you pay rent for your home?

Tick 'Yes' if you would pay rent but you already get Housing Benefit.

What is your landlord's name and business address?

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

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

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

Are you, your partner, or any of your or your partner's children related to your landlord or agent, or to your landlord's partner or agent's partner?

Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, mother, brother, sister, daughter, son, father, son-in-law, daughter-in-law, stepdaughter, stepson or step-parent.

Are you or your partner employed by your landlord or your landlord's agent?

When did you start renting your home?

When did you move to this address?

If you have not moved in yet, tell us when you expect to move in, then tell us when you have actually moved in.

Does your landlord live in the same property as you?

Could you afford to pay the rent when you moved in?

No Go to Part 6.

Yes Answer the questions below.

Postcode

Postcode

No

Yes What is the relationship?

is my landlord's or agent's

No

Yes

/ /

/ /

No Yes

No Yes

Part 4 About rent - continued

What sort of tenancy do you have?

For example, shorthold, assured tied rent or something like this.

How long is the tenancy for?

 / /

to

 / /

Is it an agricultural tenancy?

No

Yes

Please tick to show if the property is let as:

furnished

minimally furnished

partly furnished

unfurnished

How much is the rent for your home?

 £

every

(For example, every week/fortnight/4 weeks/month.)

Do you pay your rent in arrears or advance?

Does anyone else share the rent with you and your partner?

No

Yes

Tell us their names and their relationship to you and your partner.

How much of the rent do you pay?

 £

every

(For example, every week/fortnight/4 weeks/month.)

Has your rent changed in the last 12 months?

No

Yes

Send us evidence of the date it changed, and how much it changed.

When is the next rent increase due?

 / /

Has your rent been registered as a fair rent by a rent officer?

No

Yes

Please send us the notice of registration (RO5).

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

No

Yes

How many in a year?

If your full rent is not covered by Housing Benefit, how much do you have to pay?

 £

Please provide proof of the amount you pay.

For example, bank statements, receipts, your rent book, or a letter from your landlord.

Are you behind with your rent?

No

Yes

By how many weeks?

By how much?

 £

How you will be paid – Your choices

Housing Association Tenants – If you are renting your home from a Housing Association you can have the benefit sent to yourself or your landlord.

Do you want your benefit sent to your landlord? Yes No If Yes fill in **Part 17**.

All other tenants – If you are awarded Housing Benefit the payments will be made to yourselves. We can only make payments to your landlord in special circumstances.

Payments to yourself – We recommend that you get your money sent direct to your bank account. For us to do this please fill in your details in **Part 17**.

Part 4 About rent - continued

Who receives the Council Tax bill for your home?

You or your partner

Your landlord

Someone else Tell us who receives the Council Tax bill.

Does your rent include money for the following?

Meals **No**
Yes How much each week? £
Which meals are included?

Water authority charges **No**
Yes How much each week? £

Heating **No**
Yes How much each week? £

Lighting **No**
Yes How much each week? £

Hot water **No**
Yes How much each week? £

Fuel for cooking **No**
Yes How much each week? £

Laundry **No**
Yes How much each week? £

Cleaning rooms or windows **No**
Yes How much each week? £

Gardening **No**
Yes How much each week? £

Garage **No**
Yes How much each week? £

Do you have to rent the garage as part of your tenancy agreement? **Yes** **No**

Parking Space **Yes** **No**

Personal care and support **No**
Yes How much each week? £

Do you pay any service charges separate from your rent? **No**
Yes How much each week? £

For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.
What for?

Part 4 About rent - continued

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 of where you are living at the moment.

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

We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as evidence.

Part 5 About where you live

What sort of building do you live in? Tick one box only.

- | | | | | | |
|------------------------|--------------------------|------------------|--------------------------|-----------------------------------|--------------------------|
| Detached house | <input type="checkbox"/> | Flat in a house | <input type="checkbox"/> | Caravan, mobile home or houseboat | <input type="checkbox"/> |
| Semi-detached house | <input type="checkbox"/> | Flat in a block | <input type="checkbox"/> | Board and lodgings | <input type="checkbox"/> |
| Terraced house | <input type="checkbox"/> | Flat over a shop | <input type="checkbox"/> | Hotel | <input type="checkbox"/> |
| Maisonette | <input type="checkbox"/> | Bedsit or rooms | <input type="checkbox"/> | Residential nursing home | <input type="checkbox"/> |
| Detached bungalow | <input type="checkbox"/> | Hostel | <input type="checkbox"/> | Residential care home | <input type="checkbox"/> |
| Semi-detached bungalow | <input type="checkbox"/> | Other | <input type="checkbox"/> | | |

Does your home have central heating?

No

Yes

Does your home have a garden?

No

Yes

Has your home been built or adapted for people with disabilities?

No

Yes

Which floors do you live on?

Do you and your household occupy only part of the building you have ticked?

No

Yes

Where in the building do you live?

At the front

In the middle

At the back

Part 5 About where you live - continued

How many rooms are there in the building?

Living rooms

In the whole building?

Just for you and your household?

That you share with other people?

Bedsitting rooms

Bedrooms

Bathrooms or shower rooms

Separate Toilets

Kitchens

Other rooms Please specify

Number of floors in the building

Do you use your home for business?

No

Yes

Do you have a main home somewhere else?

No

Yes What is the address?

If your main home is somewhere else in the UK or abroad, tick 'Yes', even if you do not pay rent for it.

Postcode

How much do you pay for this home?

£

Part 6 About Income Support, income-based Jobseeker's Allowance, Guarantee Pension Credit and Employment and Support Allowance income based

6a)

Are you or your partner actually getting Income Support, income-based Jobseeker's Allowance, Guarantee Pension Credit or Employment and Support Allowance income based?

You
No Go to 6b.

Yes When did you start getting it?

Please state which allowance/pension you or your partner receive.

Your partner
No Go to 6b.

Yes When did they start getting it?

How is the Income Support, income-based Jobseeker's Allowance, Guarantee Pension Credit paid or Employment and Support Allowance income based?

(For example, into a bank or building society account or by Giro.)

Please go to **Part 13.**

Please go to **Part 13.**

Part 6 About Income Support, income-based Jobseeker's Allowance, Guarantee Pension Credit and Employment and Support Allowance income based - continued

6b)

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

No Go to **Part 7**.

Yes When did you make a claim?

 / /

Go to **Part 7**.

No Go to **Part 7**.

Yes When did they make a claim?

 / /

Go to **Part 7**.

Part 7 About capital, savings and investments

Capital, savings and investments includes cash, current accounts and savings accounts with a bank or building society, post office accounts, premium bonds, National Savings Certificates, and stocks and shares.

Do you or your partner have any bank accounts?

No

Yes Tell us about all your **bank accounts**, even if you do not use them regularly. If you have more than 2 bank accounts tell us about the others on a separate sheet of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box.

Name of bank

Whose name is the account in?

Name of bank

Whose name is the account in?

Account number

How much is in the account?

£

Account number

How much is in the account?

£

Do you or your partner have any building society accounts?

No

Yes Tell us about **building society accounts**, even if you do not use them regularly. If you have more than 2 building society accounts, tell us about the others on a separate sheet of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box.

Name of building society

Whose name is the account in?

Name of building society

Whose name is the account in?

Account number

How much is in the account?

£

Account number

How much is in the account?

£

Part 7 About capital, savings and investments - continued

Do you or your partner have any post office accounts?

This includes savings accounts and Girobank accounts.

No

Yes Tell us about **post office accounts**, even if you do not use them regularly. If you have more than 2 post office accounts, tell us about the others on a separate sheet of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box.

Type of account

Account number

Whose name is the account in?

How much is in the account?

£

Type of account

Account number

Whose name is the account in?

How much is in the account?

£

Do you or your partner have any premium bonds?

No

Yes

Value

£

Do you or your partner have any National Savings Certificates?

No

Yes

Issue number

Value

£

How many?

Issue number

Value

£

How many?

Do you or your partner have any stocks, shares, bonds or unit trusts?

No

Yes

Company name

How many?

Company name

How many?

Do you or your partner have any other capital, savings, or investments?

For example, cash, TESSAs, ISAs, compensation, or any other money you have not told us about on this form.

No

Yes Tell us about this.

Part 8 About working for an employer - continued

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

£

£

How are you paid?

For example, in cash, by cheque or straight into a bank or building society account.

When was your last pay rise?

/ /

/ /

When will your next pay rise be?

/ /

/ /

How many hours a week do you usually work?

Give details of any regular overtime, bonuses or commission.

Are you getting Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP) from your employer at the moment?

No

Yes

No

Yes

Are you getting any other sick pay or maternity pay from your employer at the moment?

No

Yes

No

Yes

Do you pay into a private or company pension scheme?

No

Yes How much?

No

Yes How much?

£

How often?

Every

£

How often?

Every

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as evidence.

Part 9 About any other work

Do you or your partner do any other work at all?

No Go to Part 10.

Yes Answer all the questions in this part.

This could be voluntary work or any other work, even if it is not paid work.

You

Your partner

What other work do you do?

Part 9 About any other work - continued

	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"/> Postcode	<input type="text"/> <input type="text"/> <input type="text"/> Postcode
When did you start this work?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Do you get paid? If you only get paid expenses or tips, still tick 'Yes' and give details.	No <input type="checkbox"/> Yes <input type="checkbox"/> How much do you get before any deductions? £ <input type="text"/> How often? Every <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much do they get before any deductions? £ <input type="text"/> How often? Every <input type="text"/>

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as evidence.

Part 10 About being self-employed

Are you or your partner self-employed?

No Go to **Part 11**.

Yes Answer the questions on this page.
 You must send us 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.

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
When did the business start?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is the business address?	<input type="text"/> <input type="text"/> <input type="text"/> Postcode	<input type="text"/> <input type="text"/> <input type="text"/> Postcode

Part 11 About benefits and pensions - continued

	You		Your partner	
	How much?	How often?	How much?	How often?
• Industrial Death Benefit	£		£	
• Carer's Allowance	£		£	
• Jobseeker's Allowance (contribution based)	£		£	
• Lone Parent Benefit	£		£	
• Maternity Allowance	£		£	
• Mobility Allowance	£		£	
• State Retirement Pension	£		£	
• Index-linked pension	£		£	
• Private pension	£		£	
• Pension Credit	£		£	
• Savings Credit	£		£	
• Severe Disablement Allowance	£		£	
• Statutory Sick Pay (paid by employer)	£	Date it started: / /	£	/ /
• Statutory Maternity Pay (paid by employer)	£	Date it started: / /	£	/ /
• War Disablement Pension	£		£	
• War Widow's or Dependant's Pension	£		£	
• War Widow's Pension (if awarded before 1973)	£		£	
• Widow's Allowance	£		£	
• Widowed Mother's Allowance or Widow's Pension	£		£	
• Working Tax Credit	£		£	

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate piece of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box.

Part 12 About other money coming in

Do you, your partner, or any children you are claiming for have any money coming in (or expect to have some money coming in) that you have not already told us about?

No Go to Part 13.
 Yes Answer all the questions.

	You		Your partner	
	How much?	How often?	How much?	How often?
• Employment Training Allowance	£		£	
• Child Support payments	£		£	
• Maintenance payments you receive	£		£	
• Payments from boarders	£		£	

Part 12 About other money coming in - continued

	You		Your partner	
	How much?	How often?	How much?	How often?
• Payments from a charity	£		£	
• Student grant or loan	£		£	
• Voluntary payments	£		£	
• Weekly amount from letting or subletting part of your property	£		£	
• Other income you have not listed	£		£	
	Where from?		Where from?	
Does anyone owe money to you, your partner, or any children you are claiming for?	No <input type="checkbox"/>			
	Yes <input type="checkbox"/> What for?			
Are you expecting to get any money in the next 12 months?	No <input type="checkbox"/>			
	Yes <input type="checkbox"/> What for?			
For example, a redundancy payment or a payment instead of notice or holiday.				
	How much?			
	£			
	How much?			
	£			

We must see evidence of any money coming in before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as evidence.

Part 13 Anything else you need to tell us

Use the box below to tell us anything else you think we should know about. Use a separate sheet of paper and attach it to this form if you need to.

If you are sending separate sheets of paper with this form, tell us how many.

Part 14 Backdating

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 a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier.

Date you want to claim benefit from

 / /

Tell us why you have not claimed before.

Part 15 Declaration

Even if someone else has 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 all the details about them are correct. But they do not have to sign.

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 includes court action.
- 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.
- You may use any information I have provided in connection with this and any other claim for social security benefit that I have made or may make.
- You may share information I have provided to process my claim with the Council Tax Section, Housing Department, Inland Revenue, Pensions Service, Department for Work and Pensions, local authorities and private sector companies such as banks and organisations to give a more helpful service. **Unless I let Ryedale District Council know in writing that I do not agree to this clause. (Any objection to this clause will not affect my entitlement to Housing Benefit or Council Tax Benefit.)**
- You are required under section 6 of the Audit Commission Act 1998 to participate in the National Fraud Initiative (NFI) data matching exercise and that data held by the authority in respect of my benefit application will be used for cross-system and cross-authority comparison purposes for the prevention and detection of fraud.

I know I must promptly let the council know about any change 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

Date

Partner's signature

Date

IMPORTANT

Please make sure that you provide all the evidence that we need, or we might not be able to pay you any benefit. We must see original documents not copies.

See Part 16 Checklist on page 24.

If this form has been filled in by someone other than 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.

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming

Date

Your claim for benefit is confidential. If you want us to discuss your claim with anyone else (for example, a relative, the Citizens' Advice Bureau and so on), please give that person's details below.

Name

Address

Phone number

Signature of the person claiming

Date

If you want us to discuss your claim with your landlord or landlord's agent, please fill in page 26.

Part 16 Checklist

Please tick to tell us what evidence you are sending with this form. We must see **original** documents, not copies. Please do not send valuable items through the post. If you can, bring them into our reception. We will take the details we need and give you the documents back straightaway. If you cannot get into the office, phone us for more advice.

If you do not provide all the evidence we need, we might not be able to pay you any benefit. We need the same evidence for your partner.

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 pay you any benefit until we have all the evidence.**

Evidence of identity

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill that you have paid. We need to see two documents for each person.

Evidence of National Insurance number

Such as your National Insurance number card, payslips or letters from social security, the tax office or the Pension Service.

Evidence of capital, savings and investments

Such as all your bank, building society or post office books, full bank statements, or 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. We need to see this evidence for children in your household as well. The evidence you send must show details for at least the last 2 months.

Evidence of earnings

This means your last 5 payslips if you are paid every week, your last 3 payslips if you are paid every 2 weeks, or your last 2 payslips if you are paid every month. If you do not have the payslips we need, please contact this office for an earnings certificate (please note, we cannot accept hand-written payslips). If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than 6 months, a summary of your trading records so far.

Evidence of other income

Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see evidence of any money people pay you for board and lodgings.

Evidence of benefits, allowances or pensions

Such as current award notices or letters from social security confirming how much you get. If you do not have evidence, let us know straightaway.

Evidence of private rent and tenancy

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord.

Evidence of money paid out for student grants/registered child carers

We need to see evidence such as letters or receipts showing amounts paid.

Part 17 Payment of benefit

Payment to yourself

Housing Benefit to be paid by BACS directly into your bank or building society account.

Name of your bank or building society	<input type="text"/>	Branch	<input type="text"/>
Account name	<input type="text"/>		
Address of your bank or building society	<input type="text"/>		
Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Sort code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Your signature	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

If you need help and advice in opening a bank or building society account, setting up a direct debit to your Landlord or any related money issues, get in touch with the council on 01653 600666 and ask for the Benefits Section.

Payment to landlord

You do not have to fill in this part if we already pay your Housing Benefit straight to your landlord. If you want us to pay your benefit straight to your landlord you must sign this declaration.

Please pay my housing Benefit straight to my landlord. I understand that:

- I must always tell you about any change in my circumstances;
- if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I will have to pay back the extra benefit; and
- I may be prosecuted if I do not tell you about any change of circumstances.

Signature	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
------------------	----------------------	-------------	--

Now ask your landlord or your landlord's agent to sign this agreement.

Landlord's or agent's name	<input type="text"/>
-----------------------------------	----------------------

I agree to accept Housing Benefit payments for the tenant.

Tenant's name	<input type="text"/>
----------------------	----------------------

I understand that by law:

- I must tell you straightaway if I find out about any change in the tenant's circumstances;
- you can stop paying benefit to me if I do not tell you about any change of circumstances;
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to; and
- if you pay me too much Housing Benefit for any tenant, I must repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

When you have filled in this form, please remove the notes and keep them for your information.

Notes for filling in the Housing Benefit and Council Tax Benefit claim form

About this form

The Housing Benefit and Council Tax Benefit claim form has been specially designed to be easy to fill in. It may look rather long, but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of benefit.

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 Benefit for people who may not have a partner but who share their home with someone who:

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

If you are claiming Second Adult Rebate, only fill in Part 1, Part 3 and Part 15 of this form.

Evidence

We need to see evidence of some of the things you tell us about. There is a checklist at the end of the form to 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 pay you benefit until we have seen the evidence we have asked for.

Filling in the form

If you are filling in this form by hand, use black ink. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Answer 'Yes' or 'No' questions by putting a tick in the relevant box. If you are picking an answer from a list of answers, put a tick in the relevant box. Do not put a cross in any boxes. If you answer a question with a cross 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 special space for them to sign.

If you need help filling in the form

If you need any help, our phone number is [01653 600666]. We are open between 8.30am and 5pm on Mondays, Tuesdays, Wednesdays and Thursdays and 8.30am and 4.30pm on Fridays. Pickering Customer Contact Centre is open on Mondays from 9.30am to 4.00pm. Kirkbymoorside Area Office is open on Wednesdays from 8.30am to 3.30pm, and Thursdays 3pm to 8pm, and Helmsley Area Office is open on Fridays from 8.30am to 3pm.

Or you can get in touch with an organisation like the Citizens' Advice Bureau. The address and phone number of your nearest bureau is in The Phone Book.

What to do next

When you have filled in the form, sign it and send it to us, with the evidence we need to see. Or you can bring the form and evidence to us. Do not send valuable items such as benefit order books, bankbooks or passports in the post. Bring them to our reception and we will get the information we need and give them back to you.

If you cannot get the evidence we need straightaway, do not worry. Send the form to us, but let us know that you will be sending some evidence later. If you do not send the form to us straightaway, you might lose money. If you cannot get the evidence within 2 or 3 weeks, let us know. We may be able to help you.

When we usually pay benefit from

If this is your first claim: We will usually pay your benefit from the Monday after we get your form.

If this is a repeat claim: If we get your form within 4 weeks of when your last claim finished, we will pay your benefit from the day after the last claim ended. If the form arrives more than 4 weeks after your last claim finished, we will usually only be able to pay your benefit from the Monday after we get your form.

Changes you must tell us about

If you receive benefit or have applied for benefit you must tell us about changes in your circumstances.

You must tell us immediately and in writing even if you have already told another section within the council.

If the change would increase your benefit and you do not tell us straight away you may lose benefit. If the change would decrease your benefit and you do not tell us straight away you may have to repay an overpayment of benefit.

Please tell us the date or dates of the change and send documents as evidence of the amounts and dates.

There are different rules for different people:

1. If you receive Guarantee Pension Credit:

You must tell the Pensions Service about all changes other than those shown below which you must tell the council about.

You must tell the Council about:

- ⌚ any changes to your tenancy (such as, rent increase)
- ⌚ any changes to non-dependants income or if they move in or out
- ⌚ any time away from home likely to be more than 13 weeks

2. If you receive Savings Pension Credit but not Guarantee Pension Credit:

You must tell the Pensions Service about all changes other than those shown below which you must tell the council about.

You must tell the Council about:

- ⌚ any changes to your tenancy (such as, rent increase)
- ⌚ any changes to non-dependants income or if they move in or out
- ⌚ any time away from home likely to be more than 13 weeks
- ⌚ any change to dependant children
- ⌚ anyone coming to live in or leaving the household
- ⌚ any change to Child Tax Credit
- ⌚ any change to Child Benefit
- ⌚ any change to your total savings, investments or capital, especially if they now add up to more than £16,000
- ⌚ any changes to the income and capital of your partner if they are not included in your Savings Pension Credit claim

3. All other Customers

You must tell the council about all changes that may affect you benefit.

Some examples of the things you must tell us about are;

- ⌚ any change to your tenancy (such as, rent increase)
- ⌚ end of Income support or Job Seekers Allowance
- ⌚ starting work
- ⌚ any increases in your wages or earnings
- ⌚ any change to your total savings, investments or capital, especially if they now add up to more than £16,000
- ⌚ any change of address (you will need to re-apply for benefit at your new address)
- ⌚ any time spent in hospital
- ⌚ any awards or changes in any state benefit
- ⌚ any changes in maintenance payments from a former partner
- ⌚ anyone coming to live in or leaving the household
- ⌚ any changes in the income of a household member
- ⌚ any time away from home likely to be more than 13 weeks

This is not a complete list, if in any doubt about a change in circumstance please contact the Benefits office.

You must tell us about these changes in writing – a phone call is not enough.

If you don't tell us about these changes you may lose money you are entitled to or you may get too much benefit.

You must make sure that 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 of circumstance that affects your benefit. We may take court action against you and if we pay you too much benefit, you will probably have to pay it back.

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 Housing Benefit and Council Tax Benefit.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and the Inland Revenue, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- 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.

We, **Ryedale District Council**, are the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.
