



# Surrey Heath Borough Council

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## Housing Benefit, Local Housing Allowance and Council Tax Benefit Claim Form

Name & Address

For office use only

Date form was requested  
/ /

Date form was issued  
/ /

Date received at office (date stamp)

Claim No:

Are you (please tick one box) a private tenant?  an owner-occupier?   
a housing association or social landlord tenant?

**Note: If savings/capital amount to more than £16,000.00, you will not be entitled to Housing Benefit or Council Tax Benefit, unless you receive Guarantee Pension Credit**

- Please return this form as quickly as possible, even if you do not have everything we ask for.
- You will need to send us various documents as proof to support your claim, and photo I.D.
- We can only process your claim if you send us original documents as proof.
- We cannot accept photocopies.
- You must send us any missing proofs within one month or you may lose benefit.
- Use blue or black ink to complete this form.
- Please answer all the questions on the form. If they do not apply, put a line through the box.
- If you do not fill in this form properly or fail to sign it, we will have to send the form back and this will delay your claim.
- If you need help filling in the form, or you need further information, please contact the Benefits Team on 01276 707121.
- There are help notes on the back of this page.

### Persons from Abroad

	You	Your partner
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 two years?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> We will write to you about this	Yes <input type="checkbox"/> We will write to you about this
	If you have ticked yes, we will need to see your passport	
What is your nationality?	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
If your nationality is not British, on what date did you last enter the UK? <small>The UK is England, Northern Ireland, Scotland and Wales.</small>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

## Notes for filling in the claim form

### About this form

This claim form has been specially designed to be easy to complete. It is 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 complete that part of the form.

### Second Adult Rebate

Second Adult Rebate is Council Tax Benefit that you can get if you share your home with someone who:

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

If you are claiming Second Adult Rebate, only fill in Parts 1, 3 and 18.

### Evidence

We need to see evidence of the things that you tell us about. The checklist at the end of the form will help you. If you are not sure 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 any benefit until we have seen the evidence we have asked for.

### When we usually pay from

If this is your first claim; we will usually pay you from the Monday AFTER you first contact us.

### 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, Local Housing Allowance 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 that we hold. We may also get information about you from certain third parties, or give them information, to:

- make sure that 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 the Data Protection Act.

If you want to know more about what information we have about you, or the way we use it, please ask us.

## Changes you must tell us about

Tell us straightaway if:

- any of your children leaves school or leaves home; or
- anyone moves in or out of your home (including lodgers 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
- your rent changes; or
- you move house; 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 that you have told us changes.

You must tell us about these changes promptly.

If you do not tell us about these changes, you may lose money that you are entitled to or you may get too much benefit.

You must make sure that YOU tell us about these changes. Do not 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 benefit. We may take court action against you. If we pay you too much benefit, you will have to pay it back.**

### Payment Details

If you are entitled to any Council Tax Benefit it will be credited to your Council Tax account. If you are entitled to Housing Benefit and you are being paid we will pay you every two weeks in arrears. If we are paying your landlord we will pay them every four weeks in arrears.





## Part 1 About you and your partner - continued

	You	Your partner
<b>Are you or your partner a student?</b>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you study full time or part time?	Full time <input type="checkbox"/> Part time <input type="checkbox"/>	Do they study full time or part time? Full time <input type="checkbox"/> Part time <input type="checkbox"/>
How much is your grant/loan or bursary?	£ <input type="text"/> a year	How much is your grant/loan or bursary? £ <input type="text"/> a year

Please tick if you or your partner are:

- |   |                          |                          |
|---|--------------------------|--------------------------|
| <input type="checkbox"/> an apprentice              | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> on youth training          | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> severely mentally impaired | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> registered blind           | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> long-term sick or disabled | <input type="checkbox"/> | <input type="checkbox"/> |

<b>Are you or your partner in hospital at the moment?</b>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> When did you go in? <input type="text"/>	Yes <input type="checkbox"/> When did they go in? <input type="text"/>
	When will you come out (if you know this)? <input type="text"/>	When will they come out (if they know this)? <input type="text"/>

### Proof of identity

You must provide proof of identity for you and your partner. If you do not provide the proof we ask for, we may not be able to consider your claim for benefit.

Please send a minimum of two of the following items each for you and your partner. You must provide original documents, not copies.

Tick the appropriate boxes to tell us what you have sent

<input type="checkbox"/> Birth or marriage certificate	<input type="checkbox"/> Driving licence	<input type="checkbox"/> EEC identity card	<input type="checkbox"/>
<input type="checkbox"/> Passport	<input type="checkbox"/> National Insurance Card	<input type="checkbox"/> Letter from HM Revenue and Customs	<input type="checkbox"/>
<input type="checkbox"/> Letter from the Department for Work and Pensions	<input type="checkbox"/> UK residence permit	<input type="checkbox"/> A paid utility bill in the name of you or your partner, dated within the last three months.	<input type="checkbox"/>
<input type="checkbox"/> Bank statements dated within the last four weeks in the name of you or your partner.	<input type="checkbox"/> Wage slips from your current employer.	<input type="checkbox"/> This could be a gas, electricity or water bill.	

Other type of proof (please say what)

If you do not have any of the documents above or any other documents to confirm who you are, please contact us for advice.

If you or your partner are asylum seekers or refugees, you must provide your current Home Office letter.

## Part 2 About children / young persons

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

- under 16; or
- aged 16 or 17 and registered for work or youth training; or
- aged 16 up to their 20th birthday and in education doing a course not higher than GCE A-level, SCE Higher level or GNVQ (advanced).

Are there any children/young persons in your household?

No  Go to Part 3.

Yes  If there are more than 4 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 sheet of paper, tick this box

	First child	Second child	Third child	Fourth child
Surname or family name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
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"/> <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? We need to see proof of this.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
The expected education leaving date	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Does the child/young person have any savings, such as bank, building society or other accounts?	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"/>
How much are their savings?	<input type="text"/>	<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.	We need to see evidence of this.
Is the child 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"/>	No <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.	We need to see evidence of this.

## Part 2 About children / young persons - continued

Do they get Disability Living Allowance?

First child

No   
Yes  How much?

Care: £

Mobility:£

Second child

No   
Yes  How much?

Care:£

Mobility:£

Third child

No   
Yes  How much?

Care:£

Mobility:£

Fourth child

No   
Yes  How much?

Care:£

Mobility:£

Do you pay a registered childminder, nursery or after-school club any childminding costs for this child?

No   
Yes  Tell us the name and registration number of the minder.

How much do you pay a week?

£

We need to see evidence of this.

No   
Yes  Tell us the name and registration number of the minder.

How much do you pay a week?

£

We need to see evidence of this.

No   
Yes  Tell us the name and registration number of the minder.

How much do you pay a week?

£

We need to see evidence of this.

No   
Yes  Tell us the name and registration number of the minder.

How much do you pay a week?

£

We need to see evidence of this.

## Part 3 About other people who live with you

Do any adults usually live with you and any partner you have? By adults we mean people over 16 who nobody gets Child Benefit for.

No  Go to Part 4

Yes  Answer all questions in this section

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.

First person

Second person

Third person

Surname or family name




Other names




Date of birth

 /  / 
 /  / 
 /  / 

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?

 /  / 
 /  / 
 /  /

**Part 3 About other people who live with you - continued**

	First person	Second person	Third person
Do they get Income Support, income-based Jobseeker's Allowance or Pension Credit?	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? £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <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 <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which <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? £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <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 be released?	<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"/>
Are they in hospital 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 did they go in?	<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"/>
When will they come out (if you know this)?	<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"/>
Do they normally work for 16 hours or more a week?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/>	No <input type="checkbox"/> 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.
Are any of the people who normally live with you married to each other or living together as if they were married?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Tell us their names below.	
	<input type="text"/>	is the partner of	<input type="text"/>
And	<input type="text"/>	is the partner of	<input type="text"/>

## Part 3 About other people who live with you - continued

**Do any of the people who live with you have any other income at all?**

This includes any benefits, allowances, tax or pension credits you have not told us about on this form and interest from savings and investments.

First person	Second person	Third person
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> Name of first other income	Yes <input type="checkbox"/> Name of first other income	Yes <input type="checkbox"/> Name of first other income
<input type="text"/>	<input type="text"/>	<input type="text"/>
How much is it before deductions?	How much is it before deductions?	How much is it before deductions?
£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
Name of second other income	Name of second other income	Name of second other income
<input type="text"/>	<input type="text"/>	<input type="text"/>
How much is it before deductions?	How much is it before deductions?	How much is it before deductions?
£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week

If they have other income please declare on a separate piece of paper.

**We must see proof of all income and two forms of I.D. showing their address for all the other people living with you. We must also see proof of any interest they may receive from their savings. Read the checklist at Part 19 to see what you can use as evidence.**

## Part 4 About rent

**Do you pay rent for your home?**

No  Go to Part 7.  
 Yes  Answer all the questions in this section.

**When did you move in to your home?**

If you have not moved in yet, tell us when you expect to move in. When you actually move in, tell us at that time.

 /  / 

**When did you start renting your home?**

 /  / 

**How did you find out about this accommodation?**

**What is your landlord's name and address?**

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

  
  
 Postcode

## Part 4 About rent - continued

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 the agent's partner?

No Yes  What is the relationship?

is my landlord's or agent's

Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

Are you or your partner a director, shareholder or employee of your landlord?

No Yes 

Have you or your partner owned your current home in the last 5 years?

No Yes 

What sort of tenancy do you have?

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

Do you have a written tenancy agreement?

No Yes  Please supply this

How long is the tenancy for your home?

/  /  to  /  /

Please tick to show if the property is let as:

furnished

 That is, completely furnished

partly furnished

 That is, some furniture, but not all

minimally furnished

 That is, just two or three items

unfurnished

 That is, no furniture at all

How much is the rent?

£  every

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

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?

/  /

## Part 4 About rent - continued

Has your rent been registered as a fair rent by a rent officer? No  Yes  Please send us the notice of registration (RO5).

Are there any weeks when you do not have to pay rent? No  Yes  How many in a year?

Are you behind with your rent? No  Yes  By how many weeks?   
Provide proof.

Does your rent include money for the following?  
Meals

No

Yes  How much each week?  £

Which meals are included?

All  Breakfast  Evening

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 done for you No

Yes  How much each week?  £

Cleaning rooms or windows No

Yes  How much each week?  £

Gardening No

Yes  How much each week?  £

Garage or parking space No

Yes  How much each week?  £

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

Yes

Personal care and support No

Yes  How much each week?  £

Do you pay any service charges separate from your rent? No

For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance. Yes  How much each week?  £

What for?

## 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"/>
Bungalow	<input type="checkbox"/>	Hostel	<input type="checkbox"/>	Residential care home	<input type="checkbox"/>
Other (please say what)	<input type="text"/>				

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

How many floors are there in the building?

Which floors do you live on? All  Basement  Ground  1st  2nd  3rd

Does your home have central heating? No  Yes

Does your home have a garden? No  Yes

Do you have a parking space? No  Yes

Has your home been built or adapted for people with disabilities? No  Yes

How many rooms are there in the building? In the whole building? Just for you and your household? That you share with other people?

Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

What are these other rooms?

Do you use your home for business? No  Yes

Do you have a main home somewhere else? No

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

## Part 6 Sharing Information with your Landlord

Sometimes, sharing information with your landlord helps us to deal with your claim quicker and reduces the risk of you falling behind with your rent because your claim is delayed while we await information.

If you give us permission, we will be able to tell your landlord:

- Whether or not you have claimed Housing Benefit and if so whether a decision has been made.
- If we need further information to make a decision on your claim, what information we require.

If you choose not to give us permission to discuss your claim, it will **not** affect your claim and if you give us permission and then change your mind, just contact us and let us know.

**We will not give your landlord any information about your personal or household circumstances or your financial circumstances.**

I authorise the Council to discuss the progress of my claim with my landlord or their representative.

Signature  Date  /  /  Name

## Part 7 About Council Tax

Who receives the Council Tax bill for your home?

You or your partner?

No  Any Council Tax benefit you may be entitled to will be paid directly into your council Tax account.

Yes

Your landlord

No

Yes

Someone else

No

Yes

Tell us the name of the person who receives the Council Tax bill.

## Part 8 About Income Support, income-based Jobseeker's Allowance and Pension Credit (Guarantee Credit)

	You	Your partner
Are you or your partner actually getting Income Support, income-based Jobseeker's Allowance or Pension Guarantee Credit at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you start getting it? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they start getting it? <input type="text"/> / <input type="text"/> / <input type="text"/>
Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance or Pension Guarantee Credit?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you claim? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they claim? <input type="text"/> / <input type="text"/> / <input type="text"/>

## Part 9 About working for an employer

Do you or your partner work for an employer?

No  Go to Part 10.

Yes  Answer the questions in this part.

If Yes complete this section adding any other employment details in Part 11. If more than two employers list others on a separate piece of paper.

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
What is your employer's name and address?	<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 job?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is your Tax Code? (can be found on a wage slip)	<input type="text"/>	<input type="text"/>
Are you employed for a fixed period?	No <input type="checkbox"/> Yes <input type="checkbox"/> When will you finish?	No <input type="checkbox"/> Yes <input type="checkbox"/> When will they finish?
	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How often do you get paid?	Every <input type="text"/>	Every <input type="text"/>
How much do you get paid before tax and National Insurance are taken off?	£ <input type="text"/> <input type="text"/>	<input type="text"/>
How are you paid? For example, in cash, by cheque or straight into a bank or building society account.	<input type="text"/>	<input type="text"/>
When was your last pay rise?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
When will your next pay rise be?	<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"/>
Give details of any overtime, bonuses, tips or commission you receive.	£ <input type="text"/>	£ <input type="text"/>
Are you getting Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP) from your employer at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
When did it start?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

We must see 5 weekly, 3 fortnightly or 2 monthly consecutive pay slips before we can decide how much benefit you can get. Read the checklist at Part 19 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 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.

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>

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?

Every

How often?

Every

Do you pay into a private pension scheme?

No

Yes  How much?

No

Yes  How much?

£

£

How often?

Every

How often?

Every

What is your tax code?

You will find this on Her Majesty's Revenue and Customs letter.

We must see evidence of your income and expenditure before we can decide how much benefit you can get. Read the checklist at Part 19 to see what you can use as evidence.

## Part 11 About any other work

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

This could be in a special occupation such as part-time fire-fighter, member of the Territorial Army or a local Councillor.

No  Go to Part 12.

Yes  Answer the questions on this page.

	You	Your partner
<b>What other work do you do?</b>	<input type="text"/>	<input type="text"/>
<b>What is the name and address of the person you do this work for?</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"/>
	Postcode	Postcode
<b>When did you start this work?</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<b>How many hours a week do you usually work?</b>	<input type="text"/>	<input type="text"/>
<b>Do you get paid?</b> If you only get 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?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much do they get before any deductions?
	£ <input type="text"/>	£ <input type="text"/>
<b>How often do you get paid?</b>	<input type="text"/> Every	<input type="text"/> Every

If you do not have wage slips ask your employer to complete the Employee's Certificate of Earnings below.

Employee's Name

National Insurance No 

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"/>

Pay period i.e. week/month ending	Gross Pay for Period £	Gross Pay Year to Date £	Income Tax for Period £	National Ins. for Period £	Pension contribs for Period £	Tax Credits £	Hours Worked

\* Please complete the last 5 weeks for weekly paid or the last 2 months for monthly paid

Method of payment (e.g. cheque):	Frequency of payment (e.g. weekly/monthly):
Employers Signature:	Date:
Employers Address:	Telephone Number:
	Employers Official Stamp:

## Part 12 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?

Please put a line through any boxes that do not apply to you or your partner. We will need to see evidence of the benefit or credit such as a current award letter.

No  Go to Part 13.

Yes  Tell us about the benefits below.

Pensions	You			Your partner		
	Yes <input type="checkbox"/>	How much do you get?	How often is it paid	Yes <input type="checkbox"/>	How much do they get?	How often is it paid?
State retirement pension	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Pension Credit (Savings Credit)	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Bereavement Allowance	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Widowed Parent's Allowance or Widows Pension	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
War Widow's or War Dependand's Pension	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
War Disablement Pension	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Industrial Injury/Disablement Pension	<input type="checkbox"/>	£		<input type="checkbox"/>	£	

### Benefits and allowances

Contribution-based Job Seekers Allowance	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Child Tax Credit	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Working Tax Credit	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Return to Work Credit	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Employment Support Allowance	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Employment Training Allowance	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Child Benefit	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Short-term Incapacity Benefit	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Long-term Incapacity Benefit	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Attendance Allowance	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Disability Living Allowance Care or Mobility Component or Mobility Vehicle	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Carer's Allowance	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Severe Disablement Allowance	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Maternity Allowance	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Fostering Allowance	<input type="checkbox"/>	£		<input type="checkbox"/>	£	
Guardian's Allowance	<input type="checkbox"/>	£		<input type="checkbox"/>	£	

Are you repaying a Social Fund loan or overpayment for any of these benefits? No

Yes  If yes, which one?

We must see evidence of any money, benefits or pensions coming in before we can decide how much benefit you can get. Read the checklist at Part 19 to see what you can use as evidence.

## Part 13 About other money or pensions coming in

Do you or 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 on this form?

This includes work-based pensions; pensions from abroad, maintenance or child support for you, your partner or any of the children you have told us about on this form; money from a trust fund; training allowances; a student grant or loan; and any cash payments. Also tell us about any money you get from people living in your house such as boarders, lodgers or subtenants. You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

No  Go to Part 14.

Yes  Answer the questions on this page. Please put a line through any boxes that do not apply to you or your partner.

Other income and pensions	You			Your partner		
	Yes <input type="checkbox"/>	How much do you get?	How often is it paid	Yes <input type="checkbox"/>	How much do they get?	How often is it paid?
Private Pension 1 paid by <input style="width: 100%;" type="text"/>	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
Private Pension 2 paid by <input style="width: 100%;" type="text"/>		Date next increased	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>		Date next increased	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>
Private Pension 3 paid by <input style="width: 100%;" type="text"/>		Date next increased	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>		Date next increased	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>
		Date next increased	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>		Date next increased	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>

	You			Your partner		
	Yes <input type="checkbox"/>	How much do you get?	How often is it paid	Yes <input type="checkbox"/>	How much do they get?	How often is it paid?
Youth Training Scheme payment or Training Credits	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
Maintenance payments you receive – including CSA	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
Student grant/loan/bursary	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
Payments from boarders	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
Weekly amount from letting or sub-letting part of a property	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
Payments from a charity	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
Any other income (please give name)	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input type="checkbox"/>	£ <input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>

Have you or your partner deferred receipt of a pension or received any backdated benefit which you have added to your savings?  
If yes, please provide details.

No

Yes

We must see evidence of any money or pension coming in before we can decide how much benefit you can get. Read the checklist at Part 19 to see what you can use as evidence.

# Part 14 About bank accounts, savings, investments and property

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

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.

No  Go to Part 15.

Yes  Answer all the questions in this part. We must see evidence of all the capital, savings and investments. Read the checklist at Part 19 to see what you can use as evidence. We will need statements or pass books covering the last 2 months at least.

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. You should list children's accounts in Part 2.

### YOU MUST INCLUDE ALL INTERNET / E-SAVINGS ACCOUNTS

	Account number/name/other details	Your balance	Partner's balance
All bank accounts (including current accounts) None held <input type="checkbox"/>		£	£
		£	£
		£	£
Post Office accounts None held <input type="checkbox"/>		£	£
		£	£
Building society accounts None held <input type="checkbox"/>		£	£
		£	£
		£	£
Stocks, shares, unit trusts List the names of investments and number of shares held None held <input type="checkbox"/>		£	£
		£	£
		£	£
National Savings Certificates List the issue, purchase date and number of units None held <input type="checkbox"/>		£	£
		£	£
		£	£
Other investments, redundancy payments, premium bonds, Tessa's, ISAs, SAYE, PEPs, cash etc (Please also use this space if you need more room for any of the above savings) None held <input type="checkbox"/>		£	£

Please supply up-to-date statements or pass books for all accounts held, even if overdrawn, covering the last 2 months. Read the checklist in part 19.

**Any other accounts or savings?**

No

Yes  If yes list here and provide proof

**DO NOT FORGET TO INCLUDE PROOF OF ALL INTERNET / E-SAVINGS ACCOUNTS**



## Part 17 Payment of benefit

### Payment of Local Housing Allowance directly into your bank account – for Tenants living in private rented accommodation

Local Housing Allowance will be paid direct to you (not your landlord), unless you are able to prove you have difficulty managing your financial affairs.

Please tick this box if you think that this applies to you  We will send you a separate form to provide more information.

Please provide your bank account details below:

Name of bank / building society

Branch address

Account Name (exactly as it appears on the account)

Account Number  Sort Code

If you do not have a bank account contact the Council for advice.

### Payment of Housing Benefit for Housing Association tenants and other social housing tenants

Housing Benefit can be paid directly into your bank account or we can pay your landlord.

How do you want to be paid?

I want to be paid into my bank account

I want my landlord to be paid   
(please see notes below\*\*\*)

Please provide details of the bank account your benefit is to be paid into:

Name of bank / building society

Branch address

Account Name (exactly as it appears on the account)

Account Number  Sort Code

-----  
**\*\*\*If you have ticked the box for payment to go to your landlord, your landlord or agent must sign and date this declaration.**

I agree to accept housing benefit payments on behalf of the tenant \_\_\_\_\_ (insert name).  
 I understand that I must tell the Council about any change of circumstance that I may reasonably be aware of and that I must repay any overpaid Housing Benefit that my tenant was not entitled to.

Landlord or Agents Name

Landlord or Agents Signature

Date  /  /

# Part 18 Declaration

**You and your partner included on this claim form must sign and date this declaration even if someone else has partly or fully filled this form out for you.**

Please read this declaration carefully before you sign and date it.  
I understand the following:

- It is an offence to give information on this form that is false, incorrect or incomplete and if I do so, you may take action against me, I may be prosecuted and face a criminal record.
- I must always tell you straight away about any change in my circumstances or of the circumstances of anyone living with me.
- If I do not tell you about any change of circumstance I know I may be prosecuted.
- 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 benefit I am not entitled to.
- I understand this claim is made to you, my local council and you will use the information provided to process my claim for Housing Benefit, Local Housing Allowance or Council Tax Benefit, or to assess any discount or grant for Council services and you may check some of this information with other sources if the law allows this.
- You may also use any information I have provided in connection with this and other claim for social security benefits that I have made, or may make. You may give some information to other organisations such as government departments, local authorities and private-sector companies such as banks and other organisations that may lend me money, if the law allows this.

**I declare that the information given on this form is true and complete as far as I know and believe.**

Signature of person claiming

Partner's signature

Date

Date

**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.

**I declare** that as far as possible, I have confirmed with the person claiming that the answers I have written on the form are correct

Name

Signature

Relationship to the person claiming

Date

## Part 19 Checklist

Please tick the relevant boxes to tell us what proof you are providing with this form.

We must see **ORIGINAL** documents not copies. If you would rather bring them to our reception we will take the details we need, verify them and give you the original documents back immediately

If you cannot send the evidence we need now, send the form back to us at once and send the proof in as soon as you can, **but we will not be able to pay you any benefit until we have all the evidence.** Please tell us now if you cannot supply the proof within 1 calendar month.

Proof  
Provided ✓

**Proof of identity** – at least 2 forms of identity for each person (ORIGINAL ITEMS)

Examples: passport, birth certificate, driving licence, marriage certificate, National insurance number card, recent gas or electricity bill, UK residence permit, EU identity card, current Home Office letter

**Proof of National Insurance number** – for you and your partner (ORIGINAL ITEMS)

Examples: National Insurance number card, recent pay slips or letters from government departments

**Proof of all bank and savings accounts, investments and property for you and your partner** – covering at least the last 2 months (ORIGINAL ITEMS)

Examples: Full statements for all bank, building society, Post Office and Internet accounts, National Savings Certificates and certificates for premium bonds, ISAs, stocks, shares and unit trusts

**Proof of earnings** – for you and your partner (ORIGINAL ITEMS)

Examples: 5 x weekly pay slips, 3 x fortnightly pay slips or 2 x monthly pay slips for you and your partner. If you or your partner are self-employed we need to see accounts for the last financial year, or if trading for less than 6 months, your trading records so far

**Proof of other income** – for you and your partner (ORIGINAL ITEMS)

Examples: Occupational pension letter, maintenance payment letters or court orders. Proof of any money people pay you for board and lodging, to live in your home

**Proof of benefits, allowance, tax credits, pension credits and state retirement pensions** – for you and your partner (ORIGINAL ITEMS)

Examples: Current award notices or official letters confirming how much you get. This includes Child Benefit and tax and pension credit award notices.

**Proof of rent and tenancy** (ORIGINAL ITEMS)

Examples: Current tenancy agreement, rent receipts, letter from landlord, rent book showing the amount you pay, how often you pay and what's included in your rent

**Proof of money you and your partner pay out** (ORIGINAL ITEMS)

Examples: Maintenance for children and ex-partners, child care costs, student grants

**Please remember you must tell us about all the income and savings you and your partner have, declare it on the claim form and provide proof.**

## Part 20 Ethnic Background

The Government requires us to collect information about our customers' ethnic background. It is up to you if you want to fill in this section. If you decide to complete it, 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.

White	You	Partner	Asian	You	Partner
British	<input type="checkbox"/>	<input type="checkbox"/>	Asian British	<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
Other white	<input type="checkbox"/>	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mixed</b>			<b>Black</b>		
White and black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Black British	<input type="checkbox"/>	<input type="checkbox"/>
White and black African	<input type="checkbox"/>	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	<input type="checkbox"/>	African	<input type="checkbox"/>	<input type="checkbox"/>
			Other black	<input type="checkbox"/>	<input type="checkbox"/>

### Disability Discrimination Act

This protects people who have an impairment, are disabled or have a long-term health condition.

Do you think you have a disability      Yes       No

When you have completed this form please return it to:

**The Benefits Section  
Surrey Heath Borough Council  
Surrey Heath House  
Knoll Road  
Camberley  
Surrey GU15 3HD**

If you need help completing this form or require a home visit please contact the Benefits Section by:

Telephone:                    01276 707121

or

Main Switchboard:        01276 707100

Email:                         benefits@surreyheath.gov.uk

Fax:                             01276 707664

Opening hours are:        Monday to Thursday    8.30am to 5.30pm  
Friday                        8.30am to 5.00pm