# Housing Benefit/Council Tax Reduction Review Form

Your Housing Benefit/Council Tax Reduction reference number

(this will start with ‘500’ and is 9 digits long) **500** Click or tap here to enter text.

Your name:Click or tap here to enter text.

Your current address :Click or tap here to enter text. Postcode:Click or tap here to enter text.

Your phone number:Click or tap here to enter text.

Your email address:Click or tap here to enter text.

# Important: Please complete and return this form within 1 calendar month of receipt together with all original documents requested in each section. You are required to provide proof of income and savings even if there has been no change. Failure to do so may result in your Housing Benefit being suspended and your Council Tax Reduction being terminated.

PART 1 – People who live with you

**Please list the names of everybody who normally lives with you.** If no one lives with you, please write ‘None’**.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship to you** | **Date of birth** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |

If anyone has moved in or out of your property, please confirm the date the change happened and their previous address or forwarding addressClick or tap here to enter text.

PART 2 – Earnings

Please confirm all earnings you/your partner/members of the household receive. If you do not have any, please write ‘none’.

# Please supply the last 2 months/5 weekly or last 3 fortnightly wage slips. If you are self-employed you will need to complete a self-employed earnings form which [can be found online](http://www.herefordshire.gov.uk/se1) or provide your latest set of accounts.

**You**

| **Name and address of employer or your business if self-employed** | **Amount** | **How Often?** |
| --- | --- | --- |
| Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |

**Your Partner**

| **Name and address of employer or their business if self-employed** | **Amount** | **How Often?** |
| --- | --- | --- |
| Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |

**Other members of the household**

| **Name and address of employer or their business if self-employed** | **Household Member** | **Amount** | **How Often?** |
| --- | --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |

If any of these details have changed for you/your partner/members of the household since you last contacted us please confirm the change and the date, i.e. wage increase, change of employer increase in hours etc

.Click or tap here to enter text.

# You will also need to supply new pay slips since the change happened.

PART 3 - Income from benefits/pensions

Please give details of all benefits and pensions you/your partner/members of the household receive. Please tell us what type of benefit, pension and the amount and frequency it is paid.

# If you/your partner/members of your household do not receive any, please write ‘none’. You will need to supply proof of these payments

**You**

| **Type** | **Amount** | **Frequency** |
| --- | --- | --- |
| Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |

**Your Partner**

| **Type** | **Amount** | **Frequency** |
| --- | --- | --- |
| Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |

**Other members of the household**

| **Household Member** | **Type** | **Amount** | **Frequency** |
| --- | --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |

If benefits and/or pensions have changed since you last contacted us, please tell us the date of the change. **You will need to provide proof of the change.**Click or tap here to enter text.

PART 4 – Any other income

Please give details of any other income you have not already told us about. This could include maintenance payments, Boarder/sub tenant income, income from a Home Income Plan, student grants/loans.

| **Household Member** | **Type** | **Amount** | **Frequency** |
| --- | --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |

If other income has changed since you last contacted us please tell us the date of the change. **You will need to provide proof of the change.**Click or tap here to enter text.

**Please tell us about any savings, shares, bank accounts (even if overdrawn), property or land which you or your partner own. If you do not have any please write ‘none’**

**Please provide your last three months bank statements for all accounts held and proof of shares where applicable.**

PART 5 – Your bank accounts, savings, shares, property and land

**You**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of account** | **Account Number** | **Amount** | **Bank** |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |

**Your Partner**

| **Type of account** | **Account Number** | **Amount** | **Bank** |
| --- | --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | **£**Click or tap here to enter text. | Click or tap here to enter text. |

If any of these details have changed for you and/or your partner since you last contacted us please confirm the change and the date. **You will need to supply proof of this change.**Click or tap here to enter text.

Please list here any money that you/your partner pay out, how much paid and how often and to whom

Click or tap here to enter text.

**Please provide either a letter or receipts from your childcare provider**

PART 6 – Money you pay

| **Type** | **Amount** | **How Often/To Whom** |
| --- | --- | --- |
| Childcare Costs | **£**Click or tap here to enter text. | Click or tap here to enter text. |
| Parental Contributions to Students used in the calculation of a Student  Loan/Grant | **£**Click or tap here to enter text. | Click or tap here to enter text. |

If the money you pay out has changed since you last contacted us please tell us the date of the change. **You will need to provide proof of the change.**Click or tap here to enter text.

PART 7 - Rent/Landlord – only complete if claiming HOUSING BENEFIT

**Who do you rent your property from?** Click or tap here to enter text.

**How much is your rent?** Click or tap here to enter text.

**How often do you pay your rent?** Click or tap here to enter text.

Has your rent or any other details changed since you last filled in a form? (Please circle)**YES NO**

If yes please tell us about the change and the date this happened? **You will need to show us proof of this change**.

Please use this space to tell us anything further that you think we should know about.

PART 8 – Any other information

Click or tap here to enter text.

PART 9 - DECLARATION

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

* If I give information that is incorrect or incomplete, I understand that to provide such information may lead to further action being taken against me.
* You will use the information that I have provided to process my claim for Housing Benefit or Council Tax Reduction, or both. You may check some of the information with other sources as allowed by law.
* You may use any information I have provided in connection with this and any other claim to the Department for Works and Pensions benefits that I have made or may make. You may give some information to other Government departments, local authorities and private sector companies such as banks and organisations that may lend me money, if the law allows this.
* I know I must let the Council know about any changes in my circumstances, which might affect my claim.
* I declare the information I have given on this form is correct and complete.

**Signed** Click or tap here to enter text.

**Date**Click or tap to enter a date.

**Signed (Partner)**Click or tap here to enter text.

**Claimant printed name**Click or tap here to enter text.

**Partner printed name**Click or tap here to enter text.

**Date** Click or tap to enter a date.