

Tell Us



Do you have any changes that you need to tell us?

I wish to apply for:

Housing Benefit and Council Tax Reduction	✓	Council Tax Reduction only	✓	Housing Benefit only	✓
---	---	----------------------------	---	----------------------	---

Declaration

If my change in circumstances entitles me to either Housing Benefit or Council Tax Reduction that I did not previously receive, please treat this form as my application for this benefit/reduction.

Warning: It is an offence to give false information.

I have completed and submitted this Housing Benefit and Council Tax Reduction form. Where I have completed the form with assistance from another party, I have supplied the answers.

I understand that you will use the information I have provided to process my application for Housing Benefit and Council Tax Reduction. You may check other sources as allowed by law. You may also use this application to assess entitlement to Discount or Exemption for Council Tax, Social Security benefits, clothing grants, income maximisation for assessment of care packages that I have made or may take, school clothing grants or to assess changes in relation to home care services.

Signature	Date
-----------	------

Sharing information with your landlord or Housing Association could help us deal with your application quickly. Under the Data Protection Act 1998, we need your permission to discuss certain details of your application with your landlord. If you agree to Glasgow City Council sharing your information with your landlord or Representative, please sign the following mandate.

Agreement: I give Glasgow City Council, permission to share my information about the progress of this Housing Benefit application with my landlord or my representative.

Name of Representative/Landlord:	
Signature	Date

Please now complete questions 1 to 6 and return this form using the details at the top of this page

1. Full Name		
Partner's Name		
Current Address		
	<u>You</u>	<u>Your partner</u>
National Insurance Number		
Date of birth		
Telephone		
E-mail		

2. Are you claiming **Universal Credit**?

Yes Please supply details below No Please go to question **3**

Employer's name (if applicable)	
<u>You must supply a copy of your Universal Credit award letter</u>	
Please go to question 6	

3. Your **Child Care** and **Tax Credits**

	<u>You</u>		<u>Your partner</u>					
Do you pay for child care?	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
<i>If your child care costs have changed, download a 'Child Care Charges Form' at www.glasgow.gov.uk/ben</i>								
Do you receive Working Tax Credit or Child Tax Credit?	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

4. Have you or your partner had a change to **earned income** or **started work**?

Yes Please give details below No Please go to question **5**

	<u>You</u>		<u>Your partner</u>					
Are you self-employed?	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
<i>If your self-employed income has changed, download a 'Self-Employed Form' at www.glasgow.gov.uk/ben</i>								
Employer's name								
Do you intend to work for more than five weeks?	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
How many hours do you work in total per week?								
When did you start working?								
If your hours have changed, when did they change?								
What is your pay before deductions?								
How much do you pay towards a pension?								

Please provide your most recent wage slips

5. Has there been any other change to your circumstances?

- For example, has someone in your household had an income change?
- Has there been a change to the number of people in the house?
- If you have moved address, you can tell us about this in question 6.

Yes, for me or my partner Please give details below Yes, for another adult Please give details below No

Please provide details of what has changed

When did this change?

_____ / _____ / _____

**Please provide evidence of any change to income.
For example: wage slips, letter from DWP, bank statements**

6. Have you changed address?

Yes Please give details below No Your form is now complete

If you have moved, you must provide a copy of your lease agreement with this form

Please provide names of **all** people in your new household. Continue on another sheet if necessary.

Full Name	Date of Birth	National Insurance Number

My old address was:					My new address is:						
I was the:	<input checked="" type="checkbox"/>	Owner	<input checked="" type="checkbox"/>	Tenant	I will be the:	<input checked="" type="checkbox"/>	Owner	<input checked="" type="checkbox"/>	Tenant		
The end date of my old tenancy/date of sale was:					The start date of my new tenancy/purchase date was:						
The date I moved out of my old address was:					The date I moved into my new address was:						
Was the property furnished when empty?		Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	Was the property furnished when empty?		Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
I had to give my landlord _____ week(s)/month(s) notice to end my tenancy											
Please tick any box that applies											
I had to move at short notice, and this was unavoidable			<input checked="" type="checkbox"/>	There was a delay in moving into my new address			<input checked="" type="checkbox"/>	I have left my previous home due to violence / fear of violence			<input checked="" type="checkbox"/>
My new landlord's name and address is:											

Is the owner either related to you or any member of your family?

Yes

No

If yes, please state the relationship:

How do you want to be paid Housing Benefit?

Paid direct to my bank account

Paid direct to my landlord

If you rent from a Private Landlord and you want us to pay them Housing Benefit, please explain why:

Please supply your bank details:

Name and address of the bank or building society:

Sort code

Account number

Roll number (if this applies)

Name(s) of Account Holder(s)

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

Yes

Please give details below

No

What is their name?

What is their relationship to you?

What is your share of the rent?

£

Will you rent your home from a Private Landlord?

Yes

Please give details below

No

Your form is now complete

How many rooms are in this property?

How many rooms do you use?

How many rooms are used for an overnight carer?

How many of each room are there?

Living room(s)

Kitchen

Bedroom(s)

Bathroom(s)

If you have moved, you must provide a copy of your lease agreement with this form

Please remember to sign the 'Declaration' and return this form to us using the details on the front page