

# Notes for filling in the Housing Benefit, Council Tax Benefit and Second Adult Rebate claim form

## Part A: About this form

The Housing Benefit and Council Tax Benefit claim form has been specially designed to be easy to fill in. It may seem 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 must fill in each section of the form **in black ink**. Each section starts with a question to help you to decide if all the questions in that section are relevant to you. If you do not give us enough information or do not answer sections, we will return the form to you for you to fill in.

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 other boxes.

If someone else fills in the form for you, there is a special space for them to sign.

**If you have any questions or need help filling in this form, please contact the benefits staff for advice  
Please ring 01226 774743**

Or you can contact us by e-mail at [bentax@barnsley.gov.uk](mailto:bentax@barnsley.gov.uk).

You can get in touch with an organisation like Housing Advice, Citizen's Advice Bureau or Welfare Rights. The address and phone numbers of these organisations are shown below.

### Housing Advice

Wellington House  
36 Wellington Street  
Barnsley S70 1WA  
Phone: 01226 773870

### Welfare Rights

Telephone for an appointment  
0800 9153339 or  
01226 772310

### Citizens' Advice Bureau

2 Shambles Street  
Barnsley S70 2HT  
Phone: 01226 206492

### Proof

We need to see proof of some of the things you tell us about. There are notes on the form to help you. If you are not sure if we need to see proof 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 proof we have asked for. **All the proof you send must be original documents and not copies.**

## Second Adult Rebate

Second Adult Rebate is Council Tax Benefit for people who do 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 parts 1, 2, 6 and 19 of this form.

## Local Housing Allowance

Local Housing Allowance is a new way of working out Housing Benefit for tenants renting accommodation from a private landlord.

If you make a new claim for Housing benefit on or after 7 April 2008 and you are renting from a private landlord your benefit will be worked out using the Local Housing Allowance rates.

If you are already getting Housing Benefit on 7 April 2008 you will not be affected by these changes unless you move to a property rented from a private landlord or you have a break in your claim. If you live in Council accommodation or other social housing, e.g. Housing Association, the Local Housing Allowance will not affect you.

See our Local Housing Allowance information pack for more details about this. You can get this from any Barnsley Connects Office or by telephoning the Benefits Helpline – 01226 774743.

## What happens next

**COUNCIL TAX BENEFIT** - if you qualify for Council Tax Benefit, this will be paid to your Council Tax account. You will receive a revised bill showing the amount you have to pay. Until your benefit has been worked out you should pay in accordance with your latest bill. If you are unable to do so, please ring the helpline number shown on your bill.

**HOUSING BENEFIT** - if you are a tenant of a private landlord or Housing Association you will receive notification of the amount of benefit you have been granted and confirmation of how payment will be made.

If you are affected by the Local Housing Allowance you will usually have your benefit paid direct to you. Payments will be made direct into your bank account or by a closed cheque which must be paid into a bank account.

If you need help and advice to open a bank account please ask for our Basic Bank Account leaflet or contact our Customer Liaison Officer – tel 01226 774857

If you are a Council tenant you will receive notification of the amount of any benefit you have been granted. Payment is credited to your rent account.

## Benefit fraud

Do you know someone who is claiming Housing Benefit or Council Tax Benefit which they are not entitled to?

**Please ring our benefit fraud hotline: 0800 1382940.** This is a 24 hour freephone service. We will keep the information you give us confidential.

## Other information

If you need help understanding this document please contact us on: 01226 774743.

Nëse j'u nevojitet ndihmë për të kuptuar këtë dokument, j'u lutemi n'a kontaktoni.

若您需要幫助來理解本檔，請與我們聯繫。

यदि आप को इस दस्तावेज़ को समझने के लिए सहायता की आवश्यकता है तो कृपया हम से संपर्क करें

Jeżeli potrzebujesz pomocy w zrozumieniu tego dokumentu skontaktuj się z nami

ਜੇਕਰ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਮਦਦ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰੋ

Обратитесь к нам, если для того, чтобы понять этот документ, вам нужна помощь

اگر آپ کو اس دستاویز کو سمجھنے کیلئے مدد کی ضرورت ہے تو براہ کرم ہم سے رابطہ کریں

You can find out more information about Housing Benefit, Council Tax Benefit and Council Tax on our web site at [www.barnsley.gov.uk](http://www.barnsley.gov.uk).

## Part B: Where to return your form and how to contact us

When you have filled in the form, please sign and return it to us with the proof we need to see.

### In person: to your local Barnsley Connects office

Civic Hall Service Centre, Eldon Street, Barnsley  
Barnsley Connects, Units 5/6 The Laithes Shopping Centre, Athersley  
Darton Town Hall, Huddersfield Road, Darton  
The Cudworth Centre, Carlton Street, Cudworth  
Dearne Service Centre, 8-10 Barnsley Road, Goldthorpe  
Hoyland Town Hall, High Street, Hoyland  
Wombwell Town Hall, High Street, Wombwell  
Royston Lifelong Learning Centre, The Grove, Station Road, Royston  
Penistone Town Hall, Shrewsbury Road, Penistone

### Opening times: 9.00 a.m. to 5.00 p.m.

Your form and evidence will be checked straight away. A receipt will be issued as proof that your form and evidence has been received

**By post to:** The Director of Finance  
Barnsley Metropolitan Borough Council  
Benefits and Taxation Division  
PO Box 63  
Barnsley S70 2TJ

We will return any original documents by post

## Part C: Changes you must tell us about

Tell us straight away if:

- you or your partner stop or start getting Income Support, Income Related Employment and Support Allowance Jobseekers Allowance or Pension Credit
- your partner's or your own wages go up or down
- your partner's or your own state benefits change
- your partner's or your own income changes
- anyone moves into or out of your home (including sub-tenants and lodgers)
- any of your children leave school or move to another address
- you move - this includes moving to a different flat or room in the same property
- your partner's or your own savings change
- your rent changes
- 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
- you or your partner are going to be away from home for more than a month

**You must tell us about these changes in writing within one month of the date the change happened.**

**If you do not tell us about these changes you may lose money you are entitled to.**

**It is an offence not to tell us about any change of circumstances that affects your benefit. We may take court action against you and if we pay you too much benefit, you may have to pay it back.**

## Part D: Examples of evidence you must provide

All the evidence you must send must be originals and not copies

### Proof of National Insurance Number

- P45 and P60
- National Insurance Number card
- Wage Slips
- Letters from HMRC
- Letters from the Department for Work and Pensions (previously Department of Social Security)

### Proof of Identity

- UK passport
- Marriage certificate
- UK Residence Permit
- Gas, electricity or water bills (paid in your name for the last three months)
- Driving Licence
- National Insurance Number card
- Bus pass, railcard, travel card, season ticket
- Immigration and Nationality Directorate travel document
- Medical card document
- Birth certificate
- Recent pay slips
- Bank or Building Society statements or pass books
- Life Assurance or Insurance policies
- EC or EEA identity card

### Proof of Rent

This can be one of the following:

- Rent account
- Tenancy agreement
- Letter from Landlord
- Letter from the agent.

It must include the following:

- The name and business address of your landlord and the managing agent (if any)
- The date the tenancy started
- The amount you pay
- The address of the property you rent
- Your name
- What is included in the rent, for example, meals, gas and electricity
- How often you pay the rent, for example, every week, every four weeks or every month
- How long the tenancy will last

### Proof of Income

If you are employed you must provide wage slips covering five weeks in a row (if you are paid every week), three wage slips (if you are paid every two weeks) or two wage slips (if you are paid every month). Your proof must include the following:

- The name and address of your employer
- The number of hours worked and the period covered
- Your income before deductions in the year to date
- Your income before deductions for the pay period
- The income tax deducted
- National Insurance contributions deducted
- Occupational pension or personal pension payments
- The method of payment, for example, by cheque, by cash or into your bank account
- Details of any Statutory Maternity Pay or Statutory Sick Pay included in the gross pay (before deductions)

If either you or your partner are self-employed, you must send us the most recent audited accounts. Please tell us if you cannot provide these or have only recently become self-employed.

If you receive any benefit or other income we will need to see one of the following:

- Last payment slips
- The award notice of the amount that you receive from the Department for Work and Pensions
- A current bank statement which shows the payments of benefit or income being received
- A court award notice
- A letter from an absent partner confirming the amount of maintenance payments being made

### Proof of Savings and Investments

Such as all your bank, building society or post office books, or certificates for premium bonds, National Savings Certificates, ISAS, stocks, shares and unit trusts. We need to see proof of any interest or dividends you get on investments and savings.

### Proof of other money paid out

Such as letters about student grants or maintenance agreements or receipts from registered child carers.