

# Housing Benefit and Council Tax Benefit Application Form

requested by: .....  
date issued: .....  
issued by: .....



received date .....

## Please complete the form in BLACK ink

If you need help filling in this form, please contact us at the address given below. You can either visit the offices (private interview rooms are available) or contact us by telephone on the number given. It may be possible for a member of staff to visit you at home if you cannot come to the offices.

## About this form

This Housing 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 large number of questions to make sure that everyone who claims gets the correct amount of benefit.

You may not have to fill in all parts of the form, but you **must** fill in the parts that are relevant to you. Every part starts with a question to help you decide if you need to fill in that part.

**Housing Benefit** can be paid if you are on a low income and pay rent to a private landlord, a housing association, or to the Council (this does not include mortgage payments).

**Council Tax Benefit** can be paid if you are liable for Council Tax and are on a low income.

## Second Adult Rebate

You may not qualify for Council Tax Benefit in your own right but may still be entitled to claim 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; and
- is on a low income; and
- does not pay them rent.

If you are claiming Second Adult Rebate, only fill in Parts 1, 3, 16, 17 & 19 of this form.

## Filling in the form

Please fill in the form in **black** ink. If you make a mistake, just cross it out and put in the right answer next to it.

Please answer all the questions in the sections that apply to you. Make sure that you tick all relevant boxes. If you do not answer all the questions it will take us longer to work out your benefit as we may need to contact you again.

**Benefit Services Opening Hours**  
Monday - Thursday 8.45 - 5.00  
Friday 8.45 - 4.30

**Telephone:** 01962 848 539  
**Fax:** 01962 848 200  
**Email:** [benefits@winchester.gov.uk](mailto:benefits@winchester.gov.uk)  
**Website:** [www.winchester.gov.uk](http://www.winchester.gov.uk)  
Telephone calls may be recorded

**Winchester City Council**  
City Offices  
Colebrook Street  
Winchester, Hants  
SO23 9LJ

# A claim form for Housing Benefit and Council Tax Benefit

If you are just claiming Second Adult Rebate, only fill in Part 1, Part 3 & Parts 16, 17 & 19 of this form.

Are you (please tick one box) a council tenant?  a private tenant?  an owner occupier?

an owner/occupier but pay pitch fees:  a housing association or social landlord tenant?

## Part 1 About you and your partner

Do you have a partner who normally lives with you?

No

By partner we mean someone you are married to or live with as if you were married, or a civil partner or a person you live with as if you are civil partners.

Yes  If you have a partner, you must answer all the questions about them, as well as yourself.

	You	Your partner
Surname or family name	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Any other names you have used including maiden name	<input type="text"/>	<input type="text"/>
Title (Mr, Mrs, Ms, other)	<input type="text"/>	<input type="text"/>
Address for which you are claiming. Do not tell us your partner's address if it is the same as yours.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode
What date did you move into this address.	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What date did your tenancy start.	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How would you like us to contact you.	phone <input type="checkbox"/> email <input type="checkbox"/> letter <input type="checkbox"/>	
Your daytime phone number. This may help us pay your claim more quickly.	<input type="text"/> Code <input type="text"/> Number	<input type="text"/> Code <input type="text"/> Number
What is this number? Please tick.	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>
Please give us your email address.	<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"/>

**National Insurance (NI) number**

You can find this on payslips or letters from The Department for Works and Pensions or HM Revenues and Customs. We cannot normally decide your claim if we do not have your NI number. We need to see proof of this.

**You**

Letters Numbers Letter

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

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

No

Yes  Please tell us about it below.

When did you last claim?

/  /

When did your claim end?

/  /

Which council did you claim from?

What name did you use for the claim?

What address did you claim for?

Postcode

If you have moved from this address, have you told the council you claimed from?

No

Yes

If you or your partner have moved home in the last 12 months, tell us your last address if it is different from above.

Postcode

Tell us whether you were the homeowner, a private tenant, a council tenant or a lodger at this address.

**Your partner**

Letters Numbers Letter

If your partner does not have a National Insurance number, or cannot find it, tick this box.

No

Yes  Please tell us about it below.

/  /

/  /

Postcode

No

Yes

Postcode

**We need to see proof of identity for you and any partner or NI numbers. See the checklist at Part 15.**

You

Your partner

What is your nationality?



On what date did you last enter and apply to stay in the UK?

 /  /  Or from birth 
 /  /  Or from birth 

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

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   
 Yes  We will write to you about this.

No   
 Yes  We will write to you about this.

Have you ever lived in a country outside the UK in the last 5 years?

No   
 Yes  we will write to you about this.

No   
 Yes  we will write to you about this.

Are you or your partner in hospital at the moment?

No   
 Yes  Please tell us about it below.

No   
 Yes  Please tell us about it below.

When did you go in?

 /  / 
 /  / 

When will you come out, if you know this?

 /  / 
 /  / 

Have you or your partner been in hospital for more than 6 weeks in the last 12 months?

No   
 Yes

No   
 Yes

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

No   
 Yes  How much do you pay and how often?

No   
 Yes  How much do they pay and how often?

£  every

£  every

Are you or your partner a student?

By *student* we mean anyone who is attending a course of study at an educational establishment.

No   
 Yes  Tell us if this is full or part time.  
 Full time  Part time

No   
 Yes  Tell us if this is full or part time.  
 Full time  Part time

Have you had a bereavement in your household in the last 52 weeks?

No   
 Yes

We will contact you if we need any more information.



We need to know about any children in your household who are:

- under 16,
- aged 16 or 17 and registered for work or youth training, or
- aged 16, 17, 18, 19 or 20 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 as described above?**

No  Go to Part 3.

Yes  If there are more than four children, use a separate sheet of paper to tell us all the information we ask for on this page and send it with the form.

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

	<b>First child</b>	<b>Second child</b>	<b>Third child</b>	<b>Fourth child</b>
<b>Last name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Other names</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date of birth</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>What is the child's sex?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>The child's relationship to you</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>The child's relationship to your partner</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Usual address, if different from yours</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Child Benefit number</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Who gets the Child Benefit for them?</b> We need to see proof of this.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	First child	Second child	Third child	Fourth child
Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.
Does the child get Disability Living 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?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?
Care	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Mobility	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	We need to see proof of this.	We need to see proof of this.	We need to see proof of this.	We need to see proof of this.
Do you or your partner pay any childminding costs for this child to a registered childminder, a nursery or an after-school club?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.
Tell us the name and registration number of the provider.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much do you pay a week?	£ <input type="text"/> a	£ <input type="text"/> a	£ <input type="text"/> a	£ <input type="text"/> a
	We need to see proof of this.	We need to see proof of this.	We need to see proof of this.	We need to see proof of this.
Do you or your partner only pay during school term time?	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"/>

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

Do not tell us about people who just share a hall, bathroom or toilet with you. If you want to tell us about more than three people, use a separate sheet of paper.

**We do not require income details of co-tenants who are not partners or do not form part of your household.**

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

**Do any adults usually live with you and your partner?**

By *adults* we mean people over 16 who nobody gets Child Benefit for.

No  Go to Part 4.

Yes  Fill in this section.

Last name

Other names

National Insurance Number (if known)

Date of birth

When did they move in?

**Their relationship to you or your partner**

Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger, boarder or friend.

**Do they get Income Support, Income-based Jobseeker's Allowance, Employment and Support Allowance or Pension Credit?**

**Do they get Disability Living Allowance or Attendance Allowance?**

**Are they a full-time student, a student nurse, a live in care worker, an apprentice or on youth training?**

**First person**

**Second person**

**Third person**









 /  / 
 /  / 
 /  / 
 /  / 
 /  / 
 /  / 




No

Yes

No

Yes

No

Yes

No

Yes  How much?

No

Yes  How much?

No

Yes  How much?

 £  a week

 £  a week

 £  a week

No

Yes  Tell us which.

No

Yes  Tell us which.

No

Yes  Tell us which.

Do they pay rent or money for board and lodgings to you or your partner?

First person	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/> How much?
£	_____ a week

Second person	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/> How much?
£	_____ a week

Third person	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/> How much?
£	_____ a week

Does this include money for food?

No   
Yes

No   
Yes

No   
Yes

Are they severely mentally impaired?

No   
Yes

No   
Yes

No   
Yes

Are they in legal custody at the moment?

No   
Yes  When are they expected to come out?  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

No   
Yes  When are they expected to come out?  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

No   
Yes  When are they expected to come out?  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Are they in hospital at the moment?

No   
Yes  Tell us about it below.

No   
Yes  Tell us about it below.

No   
Yes  Tell us about it below.

When did they go in?

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

When are they due to come out (if you know)?

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Do they normally work for 16 hours or more a week?

No   
Yes  Tell us their earnings before any deductions.

No   
Yes  Tell us their earnings before any deductions.

No   
Yes  Tell us their earnings before any deductions.

£ \_\_\_\_\_

£ \_\_\_\_\_

£ \_\_\_\_\_

We need to see proof of their earnings.

We need to see proof of their earnings.

We need to see proof of their earnings.

**Do they have any other income at all?**

Make sure you tell us about all other income they have. This includes any benefits or allowances you have not told us about on this form and interest from savings and investments.

**First person**

No   
 Yes  Tell us about it below.

**Second person**

No   
 Yes  Tell us about it below.

**Third person**

No   
 Yes  Tell us about it below.

We do not require income proof for any lodgers/boarders/subtenant/joint tenants who are not partners or do not form part of your family or household.

1 Where does this income come from?




How much is it before deductions?

£

£

£

2 Where does this income come from?




How much is it before deductions?

£

£

£

3 Where does this income come from?




How much is it before deductions?

£

£

£

We need to see proof of their income.

We need to see proof of their income.

We need to see proof of their income.

**Are any of the people who normally live with you married to each other, civil partners or living together as if they were married or civil partners. We call these people partners.**

No   
 Yes  Tell us their names below.

is the partner of



is the partner of

**You**

**Your partner**

Do you or your partner get Disability Living Allowance?

No  But have applied for it   
 Yes

No  But have applied for it   
 Yes

Care

£

£

Mobility or have a vehicle from a mobility scheme

£

£

Do you or your partner get Attendance Allowance?

No  But have applied for it   
 Yes

No  But have applied for it   
 Yes

Does anyone get Carer's Allowance for looking after you or your partner?

No  But have applied for it   
 Yes  We will write to you about this.

No  But have applied for it   
 Yes  We will write to you about this.

Have you or your partner been told that you are entitled to Carer's Allowance even if you do not receive it, because you are getting another benefit instead?

No   
 Yes  We will write to you about this.

No   
 Yes  We will write to you about this.

Are you or your partner getting Income Support, income-based Jobseekers Allowance, income-related Employment and Support Allowance or Pension Credit (Guarantee Credit)?

No   
 Yes  If Yes, go to **part 10**.  
 Waiting to hear

No   
 Yes  If Yes, go to **part 10**.  
 Waiting to hear

Are you or your partner getting Pension Credit (Savings Credit) only, without Guarantee Credit?

No   
 Yes  tell us about this

No   
 Yes  tell us about this

While waiting to hear about your benefit, have you any other income?

No   
 Yes  tell us about this

No   
 Yes  tell us about this

We must see **evidence** of your benefits, allowances or pension before we can decide how much benefit you can get. Read the checklist at **part 15** to see what you can use as evidence.

Are you or your partner self-employed?

No  Go to **Part 6**.

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 proof of your income. We will write to you about this.

**You**

**Your partner**

What kind of work do you do?



When did the business start?

 /  / 
 /  / 

What is the business address?

  
  
 Postcode

  
  
 Postcode

Do you have any business partners?

No

Yes  Tell us their name and address.

  
  
 Postcode

No

Yes  Tell us their name and address.

  
  
 Postcode

Do you or your partner work as a director of a limited company

No

Yes  If 'yes' please supply payslip

No

Yes  If 'yes' please supply payslip

How many hours a week do you usually work?



Do you get any government related assistance for self employed businesses?

No

Yes  How much and how often?

 £  every 

No

Yes  How much and how often?

 £  every 

Do you pay into a private pension scheme?

No

Yes  How much and how often?

 £  every 

No

Yes  How much and how often?

 £  every 

We must see **Proof** of your earnings before we can decide how much benefit you can get. Read the checklist at **Part 15** to see what you can use as evidence.



	You	Your partner
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" value="/ /"/>	<input type="text" value="/ /"/>
When will your next pay rise be?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Are you getting Statutory Sick Pay (SSP), Statutory Paternity Pay (SPP), Adoption Pay or Statutory Maternity Pay (SMP) from your employer at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Are you getting any other sick pay or maternity pay from your employer at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> please give details <input type="text"/>	Yes <input type="checkbox"/> please give details <input type="text"/>
Do you or your partner receive any tips, bonus or other additions?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> please give details <input type="text" value="£"/>	Yes <input type="checkbox"/> please give details <input type="text" value="£"/>
Do you pay into a private or company pension scheme?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> How much and how often? <input type="text" value="£"/> every	Yes <input type="checkbox"/> How much and how often? <input type="text" value="£"/> every

We must see proof of any earnings before we can decide how much benefit you can get. Read the checklist at **Part 15** to see what you can use as proof.

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

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

No  Go to Part 8.

Yes  Answer the questions on this page.

**What other work do you do?**

**What is the name and address of the person you do this work for?**

**Where is your normal place of work?**

**When did you start this work?**

**How many hours a week do you usually work?**

**Do you get paid?**

If you only get expenses or tips, still tick **Yes** and give details.

**How much do you get before any deductions?**

**How often are you paid?**

**Do you or your partner work as a director of a limited company?**

**You**

  
  
  
 Postcode

 /  / 


No

Yes  Tell us about it below.

 £

 every

No

Yes  please supply pay slip .

**Your partner**

  
  
  
 Postcode

 /  / 


No

Yes  Tell us about it below.

 £

 every

No

Yes  please supply pay slip.

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at **Part 15** to see what you can use as evidence.

If you or your partner are currently receiving any of the benefits listed below, or waiting to hear about a claim you have made for any of the benefits listed below, please tick the "Yes" box next to each benefit that you or your partner are getting. Tick the "No" box for each benefit that you or your partner are neither getting nor waiting to hear about.

	You				Your partner			
	No	Yes	Waiting to hear	Amount	No	Yes	Waiting to hear	Amount
Child Tax Credit and Working Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Jobseekers Allowance (contribution based)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Employment and Support Allowance (contribution based)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Incapacity Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
State Retirement Pension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Carers Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Maternity Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Bereavement Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Widowed Parent's/Mother Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Widows Pension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Industrial Injuries Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Reduced Earnings Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Retirement Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Severe Disablement Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
War Disablement Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Armed Forces Compensation Scheme Pension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Other	<input type="text"/>				<input type="text"/>			
<i>Benefits received by other people who provide you or your partner with care.</i>	<input type="text"/>				<input type="text"/>			

We must see proof of all benefits, e.g. award letter(s) or payments into your account.

Do you or your partner;

- have any money coming in that you have not already told us about
- expect to have some money coming in
- delayed receiving any other money

No  Go to Part 10.

Yes  Answer the questions on this page.

You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust the MacFarlane Trust or the Skipton Fund.

This includes occupational pensions, work pensions and private pensions (including those for a partner who has passed away), 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, special guardianship payments and any cash payments.

	Other money 1	Other money 2	Other money 3
What is the money for?	<input style="width: 100%; height: 80px;" type="text"/>	<input style="width: 100%; height: 80px;" type="text"/>	<input style="width: 100%; height: 80px;" type="text"/>
Who pays it	<input style="width: 100%; height: 60px;" type="text"/>	<input style="width: 100%; height: 60px;" type="text"/>	<input style="width: 100%; height: 60px;" type="text"/>
Who gets it?	<input style="width: 100%; height: 60px;" type="text"/>	<input style="width: 100%; height: 60px;" type="text"/>	<input style="width: 100%; height: 60px;" type="text"/>
How much do they get paid and how often?	<input style="width: 100%; height: 30px;" type="text" value="£"/> <input style="width: 100%; height: 30px;" type="text" value="Every"/>	<input style="width: 100%; height: 30px;" type="text" value="£"/> <input style="width: 100%; height: 30px;" type="text" value="Every"/>	<input style="width: 100%; height: 30px;" type="text" value="£"/> <input style="width: 100%; height: 30px;" type="text" value="Every"/>
How is this paid?	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
When did they start getting this income?	<input style="width: 100%; height: 30px;" type="text" value="/"/> <input style="width: 100%; height: 30px;" type="text" value="/"/>	<input style="width: 100%; height: 30px;" type="text" value="/"/> <input style="width: 100%; height: 30px;" type="text" value="/"/>	<input style="width: 100%; height: 30px;" type="text" value="/"/> <input style="width: 100%; height: 30px;" type="text" value="/"/>
When is the income likely to go up?	<input style="width: 100%; height: 30px;" type="text" value="/"/> <input style="width: 100%; height: 30px;" type="text" value="/"/>	<input style="width: 100%; height: 30px;" type="text" value="/"/> <input style="width: 100%; height: 30px;" type="text" value="/"/>	<input style="width: 100%; height: 30px;" type="text" value="/"/> <input style="width: 100%; height: 30px;" type="text" value="/"/>

Does anyone owe money to you, or your partner?

**Other money 1**

**Other money 2**

**Other money 3**

No

Yes  Tell us about it here.

Tell us about it below.

Tell us about it below.

What for?

How much?

£

£

£

Who is it owed to?

Are you or your partner expecting to get any money in the next 12 months?

For example, a redundancy payment or a payment instead of notice or holiday.

No  Go to page 10

Yes  Tell us about it here.

Tell us about it below.

Tell us about it below.

What for?

How much?

£

£

£

We must see proof of any money coming in before we can decide how much benefit you can get. Read the checklist at **Part 15** to see what you can use as proof.

Please read this before you answer the question below.

By "savings" we mean any bank, building society or post office account etc.

**All bank, building society and post office accounts etc even if it is empty or overdrawn.**

If you and your partner have more than four accounts, use **part 14** to tell us about the others.

Name of bank etc:

Type of Account:

Name of account holder:

Account number:

Balance

Name of bank etc:

Type of Account:

Name of account holder:

Account number:

Balance

Name of bank etc:

Type of Account:

Name of account holder:

Account number:

Balance

Name of bank etc:

Type of Account:

Name of account holder:

Account number:

Balance

Do you or your partner have Premium Bonds?

No

Yes  Value:

£

Do you or your partner have any National Savings Certificates?

No

Yes  Details:

Issue  
Number held

Issue  
Number held

Issue  
Number held

Do you or your partner have any ISAs, PEPs or TESSAs?

No  Yes  Give the details below:

Name / Type:  
Approximate value £

Name / Type:  
Approximate value £

Do you or your partner have any other bonds, gilts or cash savings of any kind?

No  Yes  Give the details below:

Name / Type:  
Approximate value £

Name / Type:  
Approximate value £

Do you or your partner have any stocks & shares?

No  Yes  Give the details below:

Name of company:  
Approximate value £

Name of company:  
Approximate value £

Name of company:  
Approximate value £

Address

Do you or your partner own any land or property apart from the home you are claiming for?

No  Yes  We will write to you. Please give us the address

Do you or your partner's savings and investments include money that came from any of the following sources?

Money from the sale of a house or flat? No  Yes

An insurance policy? No  Yes

An improvement or repair loan? No  Yes

A charitable donation? No  Yes

Compensation for a personal injury? No  Yes

Compensation for atrocities committed by Germany in World War II? No  Yes

The vCJD (Creutzfeldt-Jakeob Disease)Trust? No  Yes

Compensation from the Far Eastern Prisoners of war scheme? No  Yes

Arrears of benefits listed below? No  Yes

Housing Benefit, Council Tax Benefit, Income Support, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance, Child Tax Credit, Working Tax Credit, Pension Credit, Disability Living Allowance, Attendance Allowance, Attendance/Mobility Supplement.

Have you or your partner ever received a lump sum payment, as a result of putting off your state pension? No  Yes

**We must see evidence of savings, investments or property before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as evidence.**

Do you own your home or have a mortgage?

No

No

Yes  If yes do you own the property with anyone else?

Yes

Name and Address(es) of joint owner

Postcode

What percentage of the property do you own?

Have you ever owned this property?

No

Yes  What date did you sell the property

/  /

When did you move to this address?

If you have not moved in yet, tell us when you do actually move in.

/  /

Do you pay rent for your home?

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

No  Go to Part 13.

Yes  Answer the next question.

Are you a council tenant?

If Housing Association answer No Do not skip this part.

Yes  Go to Part 13.

No  Fill in this section.

What sort of building do you live in?

Tick one box only.

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

Who is responsible for decorating your home?

Does your home have central heating?

No

Yes

Does your home have a garage?

No

Yes

Does your home have a garden?

No

Yes

Does your home have a parking space?

No

Yes

How many floors are there?

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

No

Yes  As you look at the building from the street, where in the building do you live?

At the left  At the right  At the front  In the middle  At the back





**What is the property let as?**

Tick the box that applies.

- Furnished
- Partly furnished
- Hardly any furniture
- Unfurnished

**How much rent do you or your partner pay and how often?** For example, every week, every fortnight, every four weeks, monthly.

£  every

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

- No
- Yes  Tell us the details below.

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

**How much of the rent do they pay and how often?**

For example, every week, every fortnight, every four weeks, monthly.

£  every

**Has your rent changed in the last 12 months?**

- No
- Yes  Send us proof of the date it changed and how much it changed.

**When is the next rent increase due?**

/  /

**We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as proof.**

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

- No
- Yes  Please send us the notice of registration form RO5.

**Do you have 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?

Does your rent include money for the following?

Meals	No <input type="checkbox"/>	
	Yes <input type="checkbox"/> How much?	<input type="text" value="£"/> every <input type="text"/>
	For which meals? Please tick.	Breakfast <input type="checkbox"/>
		Lunch <input type="checkbox"/>
		Evening meal <input type="checkbox"/>
Water authority charges	No <input type="checkbox"/>	
	Yes <input type="checkbox"/> How much?	<input type="text" value="£"/> every <input type="text"/>
Heating	No <input type="checkbox"/>	
	Yes <input type="checkbox"/> How much?	<input type="text" value="£"/> every <input type="text"/>
Lighting	No <input type="checkbox"/>	
	Yes <input type="checkbox"/> How much?	<input type="text" value="£"/> every <input type="text"/>
Hot water	No <input type="checkbox"/>	
	Yes <input type="checkbox"/> How much?	<input type="text" value="£"/> every <input type="text"/>
Electricity	No <input type="checkbox"/>	
	Yes <input type="checkbox"/> How much?	<input type="text" value="£"/> every <input type="text"/>
Fuel for cooking	No <input type="checkbox"/>	
	Yes <input type="checkbox"/> How much?	<input type="text" value="£"/> every <input type="text"/>
Laundry	No <input type="checkbox"/>	
	Yes <input type="checkbox"/> How much?	<input type="text" value="£"/> every <input type="text"/>
Cleaning rooms or windows	No <input type="checkbox"/>	
	Yes <input type="checkbox"/> How much?	<input type="text" value="£"/> every <input type="text"/>



- If you are a council tenant, we will pay any Housing Benefit you are awarded to your rent account.
- If you are **not** a council tenant, social housing or Housing Association Tenant and are awarded Housing Benefit, we will pay you the money straight into a bank or building society account. Unfortunately we cannot make payments into building society account with roll numbers.
- Your payments will be paid every 4 weeks in arrears.
- If you are awarded Council Tax Benefit, we will pay this into your Council Tax Account.

### Who has to pay the Council Tax bill for your home?

Tick the box that applies.

You or your partner

Your landlord

Someone else  Tell us who it is.

### What is the 8 digit Council Tax reference number?

5							
---	--	--	--	--	--	--	--

### Direct payment into a bank or building society account

#### Payment direct into a bank or building society account

This is the safest way to pay you and lets you choose how and when you get your money. You can use a bank, building society or other account provider. You may be able to use a cash machine, which will usually mean you can get your money at any time of the day or night. Most of these machines can be used for free, but some of them will charge you to take your money out. If so, you will be warned by a message on the screen. This will give you the opportunity to cancel your transaction without being charged. There are arrangements with some banks and building societies to let you collect cash from many of their accounts over the counter at post offices. Most accounts allow you to make savings on some of your bills by paying them by Direct Debit.

#### Finding out how much is paid into the account

We will send you a letter each time we pay an amount into your account.

We will tell you whenever we know there is going to be a change in the amount we pay into your account.

You can check your Housing Benefit payments on your bank account statements. If you think your payment is wrong, get in touch with The Benefits Section.

For more information on opening a bank account either contact the Benefits Section or your local bank.

Or you can get a free copy of the Financial Services Authority consumer leaflet No bank account? – why it could pay you to have one. You can get this by phoning **0845 606 1234**.

You can also get more information on bank accounts at their consumer website at [www.moneymadeclear.fsa.gov.uk/](http://www.moneymadeclear.fsa.gov.uk/)

If you do not wish to be paid direct, please contact the Benefit Section on **01962 848 539** and we will try to help you.

### About the account you want to use – continued

#### Whose name or names is the account in?

**Please note:**

- We use *partner* to mean
  - a person you are married to or a person you live with as if you are married to them, or
  - a civil partner or a person you live with as if you are civil partners.
- By ticking the box for an account that includes the name of the person acting on your behalf, you confirm that you will authorise them to use the money in the way you tell them, or you are an appointee acting on behalf of the customer.

#### What name or names is the account in?

Please write the name or names as they appear on the cheque book, passbook or statement.

#### Full name of bank or building society

#### Sort Code –

of the bank, building society or other account provider.  
Please tell us all six numbers, for example: 12-34-56.

#### Account number.

This is 8 numbers long.

In some cases we may be able to pay your Housing Benefit directly to your landlord. Tick here if you would like us to pay this way.  
Do not forget to fill in the authorisation sheets at the end of this form.  
Then tear it off and give it to your landlord to sign.

#### Please tick one box

- In your name
- In the name of your partner
- In both the names of you and your partner
- In the name of the person acting on your behalf
- In both the names of you and the person acting on your behalf

 -  - 

Go to **Part 14.**

Please use this space 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 any separate sheets of paper with this form, tell us how many.

Please tick to say what proof you are sending with this form. We must see **original documents**, not copies.

If you cannot send the proof we need at the moment, send the form back to us now and send the proof later. We can start to process your claim, **but we may not be able to pay you any benefit until we have all the proof.**

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 straight away. If you cannot get into the office, phone us for more advice.

---

• **Proof of National Insurance number**

This needs to be provided for both you and your partner, such as a National Insurance number card, payslips or letters from The Department for Work and Pensions or HM Revenue and Customs.

---

• **Proof of identity**

If you cannot provide proof of your National Insurance number you must provide proof of your identity, such as birth certificate, marriage or a civil partnership certificate, passport, medical card, driving licence, UK resident's permit, EEC identity card or recently paid gas or electric bill. We will need to see at least 2 of these documents for you and your partner.

---

• **Proof of capital, bank accounts, 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 proof of any interest or dividends you get on investments and savings. The proof you send must show details for at least the last two months.

---

• **Proof of earnings**

*We also need this for any other adults living in your household other than sub tenants, lodgers or co-tenants who are not partners, or do not form part of your household.*

This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. 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 six months, a summary of your trading records so far.

---

• **Proof of other income**

*We also need this for any other adults living in your household other than sub tenants, lodgers or co-tenants who are not partners, or do not form part of your household.*

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.

---

• **Proof of benefits, allowances or pensions**

*We also need this for any other adults living in your household other than sub tenants, lodgers or co-tenants who are not partners, or do not form part of your household.*

Such as current award notices or letters from The Department for Works and Pensions confirming how much you get. If you do not have evidence, let us know straight away.

---

• **Proof of private rent and tenancy**

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord. If you are unable to provide any of these please ask us for a Private Tenant Rent Proof Form.

---

• **Proof of other money paid out**

Such as

- letters about student grants or maintenance,
- agreements or receipts from registered child minders.

We can usually award benefit from the Monday following the day we issued your claim form, provided it is returned within 4 weeks of this date. Sometimes we can pay benefit from an earlier date if you have good reasons for the delay. If you want us to consider backdating your benefit, tell us when you want benefit from and why you did not claim earlier.

**Date you want to claim benefit from**

**For this earlier period, were your circumstances the same as on this form?**

No

Yes  please tell us about it below

Tell us why you have not claimed before.

(Giving as much detail as possible)

Use a separate sheet of paper and attach it to this form if you need to.

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

**Part 17 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, getting them to sign this form should allow us to process your claim more quickly, but they do not have to sign.**

**Please read this declaration carefully before you sign and date it.**

- **I declare** that the information I have given on this form is correct and complete.
- **I understand** that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- **I agree** that 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 as allowed by the law.

- **I understand** that you may use any information I have provided in connection with this and any other claim for The Department for Work and Pensions and H M Revenue and Customs 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 organisations that may lend me money if the law allows this.
- **I know** that I must let you know about any change in my circumstances which might affect my claim.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see [www.winchester.gov.uk](http://www.winchester.gov.uk) or contact the Benefits section.

**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 this form are correct.

**Name of the person who filled in the form**

**Signature**

**Relationship to the person claiming**

**Date**

**Sharing Information**

I give Winchester City Council permission to share Information about the progress of my Housing Benefit or Council Tax Benefit or both with:

Full Name

Address

**Signature**

**Part 18 What to do next**

**You should now have:**

- filled in the claim form for Housing Benefit or Council Tax Benefit or both
- collected any proof to support your claim – but remember not to send valuable items.

**If you want independent advice you can contact the Citizens Advice Bureau as detailed below:**

- Winchester Citizens Advice Bureau  
The Winchester Centre  
68 St Georges Street  
Winchester  
Hants  
SO23 8AH  
Tel: 01962 848 000
- Bishops Waltham Citizens Advice Bureau  
Well House  
2 Brook Street  
Bishops Waltham  
Hants  
SO32 1AX  
Tel: 01489 896 376

**For example:**

- any of your children leave school or leave home
- anyone moves into or out of your home, including lodgers and subtenants
- your household income changes
- your household capital or savings change
- 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 changes or leaves a job
- your rent changes
- you move
- you or your partner are going to be away from home for more than 13 weeks
- you or anyone living with you starts work
- you receive any decision from the Home Office
- anything you have told us about changes.

**How do I get my claim in the fast lane?**

Complete the claim form and answer ALL the questions. Bring it to the City Offices, with ALL information including original documents and proof of identity. A decision on your claim will be made within 3 working days.

**This is not a full list. If you are not sure contact The Benefits Section at Winchester City Council.**

**If you do not tell the Benefits Section at Winchester City Council about any changes, you may lose money you are entitled to or you may get too much benefit.**

**You must make sure that you tell the Benefits Section at Winchester City Council about any changes.**

**Do not rely on someone else to pass the message on.**

**It is an offence not to tell the Benefits Section at Winchester City Council about any changes that may affect your benefit. We may take court action against you and if we pay you too much benefit, you may have to pay it back.**

## What is your Ethnic Group?

Under the Race Relations Act we have a responsibility to gather details of our clients' backgrounds. This information is used to help us with our equal opportunities policies. This information is confidential and will be used only to improve access to our services and help provide equal opportunities for everyone. The completion of this survey is voluntary.

Choose ONE section from **A** to **E**, then tick the appropriate box to indicate your cultural background.

### **A White**

British

Irish

Any other White background, please write in box

### **B Mixed**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please write in box

### **C Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background, please write in box

### **D Black or Black British**

Caribbean

African

Any other Black background, please write in box

### **E Chinese or other ethnic group**

Chinese

Any other, please write in box

We will use the information you give in this form, and in any supporting proof you send, to process your claim for Housing Benefit, Council Tax Benefit or both.

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

We may check information you have provided with other information they hold. We may also get information about you from certain third parties, or give information to them to:

- make sure the information is accurate
- prevent or detect crime, and
- protect public funds

These third parties include government departments, other local authorities and private sector organisations 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 this.

Winchester City 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 that information, please ask us.



## Sharing information with your landlord

Sharing information with your landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of your tenancy.

The law requires that we inform your landlord of certain decisions we make on your claim, for example when a decision is made to pay your benefit to your landlord.

Under the Data Protection Act 1998 we need your permission to discuss anything else.

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

- you have claimed Housing Benefit,
- we have made a decision on your claim, or
- we need more information to make a decision on your claim, and what that information may be.

**We will not give your landlord any information about:**

- **your personal or household circumstances, or**
- **your financial circumstances.**

You can withdraw your permission at any time.

**It will not affect your claim if you do not give us permission to discuss your claim with your landlord.**

If you want to give us permission to discuss your claim with your landlord, please sign below.

**I give Winchester City Council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.**

**Signature**

**Full name**  
(in CAPITAL LETTERS)

**Date**

**Address**

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

If you want us to pay your benefit straight to your social housing or Housing Association landlord only, you must sign this declaration.

**Your declaration**

Please pay my Housing Benefit straight to my landlord.

- I understand that I must always tell the Benefits Section at Winchester City Council about any change in my circumstances.
- **I understand** that if I do not tell the Benefits Section at Winchester City Council about any change of circumstances and you pay me too much benefit because of this, I may have to pay back the extra benefit.
- **I understand** that I may be prosecuted if I do not tell the Benefits Section at Winchester City Council about any change of circumstances.

**Tenant  
Signature****Date****Full name**  
(in CAPITAL  
LETTERS)**Your landlord's declaration**

I agree to accept Housing Benefit payments for the tenant named in this form.

**I understand that by law:**

- I must tell the Benefits Section at Winchester City Council straight away 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 may have to 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.

**Landlord  
Signature****Date****Full name**  
(in CAPITAL  
LETTERS)

## Change in your Circumstances

If your circumstances change at any time **you must** notify the Benefits Section at Winchester City Council immediately you know about the change. Below is a list of examples to help you know what a change of circumstances is that affects your benefits. However, this list does not cover every change that could affect your benefits, so you **must inform the Benefits Section at Winchester City Council of every change that happens to you or anyone in your household.**

**You still have to tell us about any changes even if you have already told someone else such as the Department for Work and Pensions or another Council Department.**

**Some of the changes that could affect your benefit are:-**

- you move house
- someone else moves into or out of your house
- you change jobs
- you stop or start working
- you stop receiving Income Support/JSA/Pension Credit/ESA (you must not assume that the Department for Work and Pension will tell us)
- your rent increases or decreases
- you start or stop receiving a new allowance such as Attendance Allowance/DLA
- you start receiving a private pension
- you start or stop receiving Child/Working Tax Credit
- someone in your household becomes a student or gets a job
- you have a baby
- there is a death in your household
- you are expecting to be away from your house for longer than 13 weeks
- you stay in hospital for over 6 weeks

### **thebigword On-call Language Service**

Winchester City Council has subscribed to  
The Big Word Telephone Interpretation Service  
as part of our drive to improve equal opportunities within services  
enabling us to provide a better service.  
If you would like to use this service please advise a member of staff  
when you phone or call into the office.

# Receipt

Name  
Address

Date stamp

Claim Ref: \_\_\_\_\_



City Offices  
Colebrook Street  
Winchester  
Hampshire  
SO23 9JJ

**tel** 01962 848 539  
**fax** 01962 848 200

telephone calls may be recorded

**e-mail** [benefits@winchester.gov.uk](mailto:benefits@winchester.gov.uk)

**website** [www.winchester.gov.uk](http://www.winchester.gov.uk)

### Benefit Services

opening hours

Monday - Thursday 8.45 - 5.00

Friday 8.45 - 4.30

## Important Customer Information

Please complete your name and address in the box above if it is not already showing.  
When we receive your form we will date stamp this page and return it to you to  
acknowledge that we have received your application.

This is confirmation that we have received your Benefit claim form.  
Your claim reached us on the date stamped above.

Large empty rectangular box for customer information.

Please keep this receipt in a safe place as proof that we have received your form.