

Part A About you and your partner

Where you see the sign  you must provide proof. You can do this on our website.

1. Phone number(s)
Please include a mobile number if you have one

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If you have a partner, you must answer all questions about them. By partner we 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.

You

Your partner

2. Title (Mr, Mrs, Ms, other)

3. Last name

4. First names

5. Date of birth (dd/mm/yyyy)

 / /
 / /


6. National Insurance number

7. The address for which you are applying for help

| | |
|--|----------|
| | Postcode |
|--|----------|

8. What is your nationality?

9. If you have come to live in the United Kingdom, when did you last arrive?

10. Are you a student?

Yes No

Yes No

If 'Yes', please fill in a **Student Information form** (you can find this form on our website)



11. Are you registered blind?

Yes No

Yes No

12. Have you been unable to work for more than 52 weeks because of illness or disability?

Yes No

Yes No

13. Does anyone get Carer's Allowance or the carer element of Universal Credit for looking after you?

Yes No

Yes No

If 'Yes', who gets this?


Part C Questions about work

1. Do you or your partner do any work, regardless of the hours worked or whether you are paid? Yes No

If 'Yes', please answer all the questions in this part. If 'No', go to Part D on Page 5.

2. Are you or your partner self-employed? Yes No

If 'Yes', please fill in a **Self-employed Income form** (you can find this form on our website).

| | You | Your partner |
|--|--|--|
| 3. Who is your employer? | <input type="text"/> | <input type="text"/> |
| 4. When did you start this job? | <input type="text"/> | <input type="text"/> |
| 5. How many hours do you work on average each week? | <input type="text"/> | <input type="text"/> |
|  6. How much do you get paid? | <input type="text"/> | <input type="text"/> |
| 7. How often do you get paid? | <input type="text"/> | <input type="text"/> |
| 8. Is this job expected to last at least 5 weeks? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 9. Do you pay into a private pension scheme? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 10. Are you getting Statutory Sick Pay, Maternity Pay, Paternity Pay or Adoption Pay from your employer at the moment? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If 'Yes', when do you expect to return to work? | <input type="text" value="/ /"/> | <input type="text" value="/ /"/> |
| 11. Do you have any other jobs? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |

If 'Yes', please give full details in Part G on Page 7.

You must tell us straight away if your earnings change, this includes any periods of overtime or if you earn more or less than usual. If any changes are due in the near future, please give details in Part G on Page 7.

If you have recently started work and do not have any payslips, please ask your employer to fill in a **Certificate of Earnings** form (you can find this form on our website).

Part D About the money you have coming in

! 1. Please tell us about any private pensions, occupational pensions and annuities in the boxes below.

| Pension or annuity provider | How often is it paid? | Gross pay (from advice slip) | Tax (from advice slip) | When is the next increase? | Who gets this? |
|-----------------------------|-----------------------|------------------------------|------------------------|----------------------------|----------------|
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2. Please tell us about all other income you or your partner get or are waiting to hear about.

You need to include state pensions, Tax Credits, Pension Credits, Jobseeker’s Allowance, Employment and Support Allowance, Income Support, Universal Credit, Disability Living Allowance or Personal Independence Payment, Child Benefit, maintenance or child support, rental income, tips, charitable or voluntary payments, or any other income you receive.

If you and your partner have no income, write ‘none’ and explain why, and how you are meeting your day to day living expenses in Part G on Page 7.

| Type of income | Received by who | Received for who | Amount received | How often? | Waiting to hear |
|----------------|-----------------|------------------|-----------------|------------|-----------------|
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Part E About bank and building society accounts, savings and investments

1. Do you or your partner have any capital? Yes No

If 'No', go to Part G on Page 7. If 'Yes', tell us about all your capital by answering the questions below.

Please be aware that when we ask about capital, this includes any bank, building society or Post Office accounts, savings or investments (this includes ISAs linked to mortgages), Premium Bonds or stocks and shares, property in the UK or abroad including any money, property or land that is being looked after for you or any money owed to you.

2. How many bank, building society or Post Office accounts do you and your partner have?

3. If you are working age, do you have a total household capital of £5,500 or more? Yes No

4. If you are of pensionable age, do you have a total household capital of £9,500 or more? Yes No

- !** 5. If your answer to question 3 or 4 is Yes, please list all of your capital in the table below and provide proof

| Type of capital | Account or reference number if applicable | Amount | Held by |
|---|---|-----------------|----------------|
| <i>Example: Halifax current account</i> | <i>12345678</i> | <i>£4000.00</i> | <i>Partner</i> |
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6. Do you or your partner own any property (other than the home you live in), land or holiday homes, in the UK or abroad? Yes No

This includes properties and land on which there is a mortgage or loan, held in trust, or jointly held with another person.

If 'Yes', please give details in Part G on Page 7.

Part F Other changes in circumstance

1. Apart from the changes you have told us about in this form, have there been any other changes in your circumstances? Yes No

If 'Yes', please tell us what has changed and when it changed in Part G on Page 7.

Part G Other information

If you want to give any more information that would help us, please give details in this section. If there is not enough room, please attach a separate sheet of paper.

Part H Declaration

- The information I have given on this form is correct and complete as far as I know and believe.
- I understand that if I knowingly give information or evidence that is incorrect, incomplete or false, I may be liable to prosecution or other action.
- I agree that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Support, 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 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 organisations that may lend me money, if the law allows this.
- I know that I must tell the Benefits Service of my Local Authority in writing straight away about any change in my circumstances which might affect my claim.
Some examples of changes you must tell us about are given below (if you are not sure if a change may affect your claim please tell us anyway):
 - If you rent your home, from somebody other than the council, any changes to your rent or conditions of tenancy
 - If you change address, even to another room in the same house
 - Absence from your home for more than 4 weeks
 - Tax Credit changes
 - If you or your partner start working or change employer
 - If you or your partner have a baby
 - If anyone joins or leaves your household
 - If the income of anyone in your household goes up or down
 - If a child leaves school or Child Benefit stops
 - If you or your partner's income goes up or down
 - If you or your partner's savings or investments go up or down
 - If you or your partner make a claim for Universal Credit, or
 - If you or your partner come off Income Support, Jobseeker's Allowance, Employment and Support Allowance, Universal Credit.

We will send your benefit award letters and Council Tax bills (if you are the person liable for Council Tax) to you to the email address you have given on the front of this form.

If you do not want us to do so, tick this box

Part I Proof you need to provide

Use the online form to send us your proof now (website address at the bottom of this page)

If you don't provide all the information we have asked for on this form, we might not be able to pay you any Housing Benefit and/or Council Tax Support. We need the same proof for your partner and for any other adults living in your home (such as non-dependants in Part B on Page 3). If you don't have 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 application, but we may not be able to give you any Housing Benefit and/or Council Tax Support until we have all of the proof we need.

If you don't provide the proof within one month of any request and don't let us know you are having difficulties in providing the information, we may have to make a decision without this information. This could mean you get less help.

Proof of earnings: This means your last five payslips if you are paid weekly, your last three payslips if you are paid every two weeks, or your last two payslips if paid monthly. If you or your partner is self-employed, you need to fill in a Self-employed Income form (you can find this form on our website).

Proof of other income: Such as pension slips from a former employer and proof of any money people pay you for board and lodgings. If you receive any benefits or pensions including Tax Credits, we need to see the award notice from HM Revenue and Customs, The Department for Work and Pensions, The Pension Service or The Service Personnel and Veterans Agency. If you receive a student grant or loan we need to see your financial assessment notice.

Proof of capital, savings and investments: Such as all your bank, building society or Post Office books or accounts with the interest made up to date (showing at least the last two months' transactions), 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. **If your answer to question 3 and 4 in Part E was 'No', we do not require proof of your capital.**

Once you have filled in this form and signed the declaration please return it to your Local Authority:

Canterbury City Council
Benefit Payments Service
Military Road
Canterbury, Kent
CT1 1YW

Dover District Council
Benefit Payments Service
White Cliffs Business Park
Dover, Kent
CT16 3PJ

Thanet District Council
Benefit Payments Service
PO Box 9, Cecil Street
Margate, Kent
CT9 1XZ

Send us your proof now
Use the online form at
www.canterbury.gov.uk/proof

Send us your proof now
Use the online form at
www.dover.gov.uk/proof

Send us your proof now
Use the online form at
www.thanet.gov.uk/proof