

Your reclaim for Housing Benefit and Council Tax Benefit

For office use only

Date form was requested

Date form was issued

Date received at:

DWP office date stamp

Initials

Local authority office date stamp

Initials

	You	Your partner
Surname or family name	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
National Insurance (NI) number	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> <input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
What date did you move to this address?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Daytime phone number	Code <input type="text"/> Number <input type="text"/>	Code <input type="text"/> Number <input type="text"/>

Which benefit or benefits do you want to claim?

Council Tax Benefit

Housing Benefit How much is your rent? £ every

Please tick which of these you are also claiming

Contribution-based Jobseeker's Allowance Income Support Incapacity Benefit

Income-based Jobseeker's Allowance Employment and Support Allowance

Have you claimed Housing Benefit or Council Tax Benefit before?

No You will need to make a full claim to Housing Benefit and Council Tax Benefit, please ask for form HCTB1.

Yes Tell us your claim reference number, if you know it

When was your Housing Benefit and Council Tax Benefit paid up to?

Has there been a change in the circumstances of yourself or anyone you are claiming for since that date? For example, if a child has been born or an older child has left college.

No

Yes Please tell us about it.

If you need more space, use another sheet of paper. If you use another sheet, tick this box

Does anyone else normally live with you and your partner, if you have one?

Do not count children under 16 or children you get Child Benefit for.

No Go to **Your declaration**.

Yes Please tell us about these people below.

If you need to tell us about more than 5 people, please use a separate sheet of paper.

If you use a separate sheet of paper, please tick this box

	Surname	Other names	Date of birth
Person 1			/ /
Person 2			/ /
Person 3			/ /
Person 4			/ /
Person 5			/ /

Have the circumstances of these people changed since the date your Housing Benefit or Council Tax Benefit was paid up to?

No Go to **Your declaration**.

Yes Please tell us about these people below.

Your declaration

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

- I understand that this claim is made to you, my local council.
- I declare that 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 that is incorrect or incomplete, 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 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 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 let you know in writing straight away about any change in my circumstances which might affect my claim.

This is my claim for Housing Benefit or Council Tax Benefit or both.

Your signature

Date

 / /

What to do now

Send this form to us straight away. You can find our address in the phone book under **Council**.