

CONWY COUNTY BOROUGH COUNCIL

COED PELLA, CONWAY ROAD, COLWYN BAY, LL29 7AZ

Notes for filling in the Housing Benefit, Council Tax Reduction and where applicable, Free School Meals and Pupil Development Grant/School Uniform Grant claim form

About this form

This form has been specially designed to be easy to fill in. It may look rather long, but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of benefit. If you wish to claim Free School Meals and/or Pupil Development Grant/Secondary School Uniform Grant ONLY then please contact my office on the number above and a single form will be sent to you. You may not have to fill in all parts of the form, but you must fill in any part that is relevant to you. Every part starts with a question to help you decide if you need to fill in that part.

If you are of working age and claim Universal Credit from the Department for Work & Pensions you will need to claim your Housing Costs as part of your Universal Credit claim. There are some exceptions to this rule, please contact the Benefit Customer Service on 01492 576491 for more details.

You cannot claim Housing Benefit from the Local Authority and Universal Credit Housing Costs from the Department for Work & Pensions.

Council Tax Reduction is designed to help people on a low income to pay their Council Tax Charge. Anyone who pays Council Tax of any age can claim and be entitled, if their income is below a certain level. If you are unsure about whether you would qualify then please contact the Benefit Customer Service on 01492 576491 for advice or go to Conwy County Borough Council's website www.conwy.gov.uk.

Please note, if your capital, savings and investments are £16,000 or more then you may not qualify for Housing Benefit/Council Tax Reduction. THIS DOES NOT APPLY IF YOU ARE IN RECEIPT OF PENSION CREDIT - GUARANTEED CREDIT.

Free School Meals

Free School Meals will **only be provided for pupils attending Conwy County Borough Council schools** whose parents/guardians receive one of the following: Income Support, Job Seekers Allowance (Income-Based), Employment Support Allowance (Income-Related), Universal Credit, the Guaranteed part of Pension Credit, Child Tax Credit provided they are not entitled to Working Tax Credit and their income is below a level set by the Government, Working Tax Credit 'run on' (the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit Universal Credit) or Support under Part VI of the Immigration and Asylum Act 1999. Pupils who receive Income Support or Job Seekers Allowance (Income-based) or Employment Support Allowance (Income Related) in their own right are also eligible.

Please note we only write to you if you qualify or no longer qualify for free school meals.

School Essentials Grant/School Uniform Grant

The qualifying income for School Essentials Grant/School Uniform Grant is the same as above for Free School Meals, for children in reception to year 11.

Please note we only write to you if you qualify or no longer qualify for Pupil Development Grant/School Uniform Grant.

If you have any questions about your claim, please phone the Benefit Office for advice.

Benefits Customer Service: 01492 576491 BT Text Relay: 18001 01492 576491

Or by email on benefits@conwy.gov.uk

and by post to: Revenue & Benefits Assessment Service, CCBC, PO Box 1, Conwy, LL30 9GN

Your call may be recorded for training and monitoring purposes

If you need a copy of this form in Welsh, Braille or large print please contact this office. We also have access to an interpreting service called "The Big Word" which is a 24 hour telephone interpreting service.

Mae'r ffurflen hon ar gael yn Gymraeg hefyd.

Evidence

We need to see evidence of some of the things you tell us about. There is a checklist on page 25 of this form to help you. If you are not sure if we need to see evidence 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 evidence we have asked for.

Filling in the form

If you are filling in this form by hand, use black ink. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

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 boxes. If you answer a question with a cross we will have to send the form back, and this will delay the claim.

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

If you need help filling in the form

If you need any help, our phone number is on the bottom of this page.

We are open between 8.45am and 5.15pm from Monday to Thursday and between 8.45 am and 4.45pm on Fridays. We will either give you help over the phone or you can make an appointment by telephoning 01492 576491.

What to do next

When you have filled in the form, sign it and send it to us, at Revenues and Benefits Assessment Service, CCBC, PO BOX 1, Conwy, LL30 9GN with the evidence we need to see, or you can bring the form and evidence to us at the main office at Coed Pella, Conway Road, Colwyn Bay

opening hours Monday to Thursday 9.00am to 5.00pm Friday 9.00am to 4.45pm

If you do not send the form to us straightaway, you might lose money. If you cannot get the evidence we need at the moment, please send the form back to us now and send the evidence later. If you are having difficulty getting the evidence then please let us know as we may be able to help you.

Discretionary Housing Payment

Claimants who require further financial assistance with housing costs, who are in receipt of Housing Benefit or Universal Credit Housing Costs can apply for a Discretionary Housing Payment (DHP) by completing a Discretionary Housing Payment application form available on-line.

**If you have any questions about your claim, please phone
the Benefit Office for advice.**

Benefits Customer Service: 01492 576491

BT Text Relay: 18001 01492 576491

Or by email on benefits@conwy.gov.uk

and by post to: Revenue & Benefits Assessment Service, CCBC, PO Box 1, Conwy, LL30 9GN

When we usually pay benefit from

If you move into a new home and claim Housing/Council Tax Reduction in the same week, your claim will normally start from the day you moved in. If you make a claim for benefit in a different week to when you moved in your benefit will normally start from the Monday after we receive your claim form. If this is a repeat claim and you get your form to us within 1 calendar month from when your last claim ended, we will pay your benefit from the day after the last claim ended. If the form arrives more than 1 calendar month after your last claim ended, we will usually only be able to pay your benefit from the Monday after we got your form.

Changes you must tell us about

Tell us straightaway if:

- any of your children start, leave or change school or leave home;
- anyone moves into or out of your home (including lodgers and subtenants);
- your income or the income of anyone living with you, including benefits, changes;
- your capital, savings or investments change;
- you or anyone living with you becomes a student, goes into hospital or a nursing home, goes into prison, or changes or leaves a job;
- your rent changes;
- you move home;
- you or your partner are going to be away from home for more than a month;
- you receive any decision about staying in the UK from the Home Office; or
- anything you have already told us about changes.

You must tell us about these changes in writing – a phone call may not be enough.

If you don't tell us about these changes you may lose money you are entitled to or you may get too much benefit.

You must make sure that you tell us about these changes. Don't rely on someone else to pass the message on.

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

Notify any changes

by post to: Revenue & Benefits Assessment Service, CCBC, PO Box 1, Conwy
LL30 9GN

Or by email on benefits@conwy.gov.uk

How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send us, to process your claim for Housing Benefit, Council Tax Reduction, Free School Meals and Pupil Development Grant/School Uniform Grant.

We may pass the information to other departments within Conwy County Borough Council, agencies or organisations such as the Department for Work and Pensions and the HM Revenue & Customs, as allowed by law.

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

- make sure the information is accurate;
- prevent or detect crime;
- protect public funds; and
- make sure you are receiving all the benefit you are entitled to.

These third parties include government departments, local authorities and private-sector companies 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 us to.

We, Conwy County Borough Council, are the data controller and are responsible for managing the information we hold and recognise that this information is important to you. We take our responsibilities seriously and will use personal information fairly, correctly and safely in line with the legal requirements set out by current Data Protection legislation. To view Revenue and Benefits full Privacy Notice then please visit our website www.conwy.gov.uk/rbas/privacy

A claim form for Housing Benefit, Council Tax Reduction and where applicable Free School Meals and Pupil Development Grant/School Uniform Grant

Your title (Mr, Mrs, Miss, Ms):
Your full name:
Address (including flat / room number):
Postcode:

For official use only	
Date received stamp	
Date issued	Reason

Part 1 About you and your partner

Do you have a partner who normally lives with you?

By partner we mean someone you are married to or live with as if you were married.

No

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

You

Your partner

Surname

Other names

Any other last names you have used

Title (Mr, Mrs, Ms and so on)

Address

Do not tell us your partner's address if it is the same as yours.

Postcode

Postcode

Date moved into this address

 / /
 / /

National Insurance number

You can find this on payslips or letters from the Department for Works and Pensions or H M Revenue and Customs. We cannot decide your claim if we do not have your National Insurance number.

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

Date of birth

 / /
 / /

Your daytime phone number

Land line

Land line

Mobile

Mobile

Email address

Preferred method of contact

Landline Mobile Email

By selecting e-mail as preferred method of contact any requests for information may be sent to the email address provided, and could be used for future contact with you. If any details change, you must inform our office promptly.

Part 1 About you and your partner – continued

You

Your partner

If you have moved home, tell us your last address.

Postcode

Postcode

The date you moved out.

/	/
---	---

/	/
---	---

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

No
Yes When did you claim?

No
Yes When did they claim?

/	/
---	---

/	/
---	---

Which council did you claim from?

Which council did they claim from?

--

--

What name did you claim in?

What name did they claim in?

--

--

What address did you claim for?

What address did they claim for?

Postcode

Postcode

Have you told the council that paid your benefit that you have moved?

No
Yes
Does not apply

No
Yes
Does not apply

Are you or your partner still claiming Housing Benefit or Council Tax Reduction from that Council?

No
Yes
Does not apply

No
Yes
Does not apply

Were you the home owner, a private tenant, a council tenant or a boarder at this address?

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Have you or your partner returned to or arrived 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.

--

--

What is your nationality?

/	/
---	---

/	/
---	---

If your nationality is not British, on what date did you last enter the UK?

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

No
Yes How much?

No
Yes How much?

Care/Living £

Care/Living £

Mobility: £

Mobility: £

Do you or your partner get Disability Living Allowance, Personal Independence Payment or Armed Forces Independence Payment?

Please tick 'Yes' even if you or your partner have a vehicle from the mobility scheme?

Part 1 About you and your partner – continued

You

Your partner

Do you or your partner get Attendance Allowance?

No
Yes

No
Yes

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

No
Yes

No
Yes

Are you or your partner entitled to Carer's Allowance but not receiving payment due to receipt of other benefits?

No
Yes

No
Yes

Do you or your partner pay towards the cost of supporting a son or daughter in higher education?

No
Yes How much do you pay?

No
Yes How much do they pay?

Please send proof of this payment (for example a copy of their student grant certificate or award letter).

£

£

How often?

How often?

Every

Every

Are you or your partner a student?

No Yes

No Yes

If 'Yes', do you study full time or part time?

Full time Part time

Full time Part time

How many years does the course last?

Which year are you/your partner in?

What date does this year's course start and end?

Start / / End / /

Start / / End / /

Do you or your partner receive a grant?

No
Yes

No
Yes

Do you or your partner receive a loan?

No
Yes

No
Yes

We must see evidence of your Student Status and income. Read the checklist at Part 18 to see what you can use as evidence.

Do you use your home for business?

No
Yes

No
Yes

Are you or your partner living away from home at the moment?

No
Yes

Tell us why you or your partner are not living at home.

For example, in hospital, residential/nursing home, prison, staying with friends/relatives etc.

When did you/your partner last live at home?

When do you/your partner expect to go back home?

/ /

/ /

Tell us the address of where you / your partner are living at the moment.

Postcode

If your home has been sublet, tell us who lives there now.

Part 1 About you and your partner – continued

Do you or your partner have a main home somewhere else?

If your main home is somewhere else in the UK or abroad, tick 'Yes', even if you do not pay rent for it.

You
No
Yes What is the address?

Your partner
No
Yes What is the address?

Postcode

Do you pay rent on this property?

No
Yes How much?

Please tick if you or your partner are:

- in legal custody
- severely mentally impaired
- registered blind
- long-term sick or disabled

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

We will contact you if we need any more information.

Part 2 About children

You may be able to get more benefits if there are children in your household and they are:
 under 16;

aged 16 and up to the 1st of September following their 16th Birthday;

aged 16 and over but under 20 and either:

- in education taking a course of full time, not higher than GCE (A-level), advanced GNVQ or equivalent and they started before reaching the age of 19
- on approved training that is not provided through a contract of employment and it started before reaching the age of 19

Are there any children in your household?

No Go to **Part 3**.

Yes If there are more than three children, use a separate sheet of paper to tell us all the information we ask for on this page.

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

	First child	Second child	Third child
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
What is the child's sex?	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Usual address if different from yours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 2 About children – continued

Who gets the Child Benefit for them?

We need to see proof of this but Child benefit is not taken into account as part of your weekly income.

Name of child's school

Do you or your partner receive support under Part VI of the Immigration and Asylum Act 1999. Yes No

First child

Second child

Third child

Is the child registered blind?

No

No

No

Yes

Yes

Yes

We need to see evidence of this.

We need to see evidence of this.

We need to see evidence of this.

Does the child get Disability Living Allowance or Personal Independence Payment?

No

No

No

Yes How much?

Yes How much?

Yes How much?

Care: £

Care: £

Care: £

Mobility: £

Mobility: £

Mobility: £

Do you pay a registered childminder, nursery or after-school club any childminding costs for this child?

No

No

No

Yes Tell us the name and registration number of the minder.

Yes Tell us the name and registration number of the minder.

Yes Tell us the name and registration number of the minder.

If you pay for child care then part of this cost can be deducted from your income figure used to calculate your Housing Benefit and/or Council Tax Reduction.

How much do you pay a week?

How much do you pay a week?

How much do you pay a week?

£

£

£

We must see evidence if child care payments made. Read the checklist at Part 18 to see what you can use as evidence

Part 3 About other people who live with you

Does anyone over 16, except your partner and any children you are claiming for, live with you in the property?

No Go to Part 4.

Yes Give details below.

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

If you want to tell us about more than three people, use a separate sheet of paper.

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

Part 3 About other people who live with you – continued

	First person	Second person	Third person
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
National Insurance number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>
Their relationship to you or your partner Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger or friend.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they get Income Support, Jobseeker's Allowance (income-based), Pension Credit (Guaranteed Credit), Employment Support Allowance (income-related) or Universal Credit?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do they get Disability Living Allowance, Personal Independence Payment, Armed Forces Independence Payment or Attendance Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text" value="£"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text" value="£"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text" value="£"/> a week
Are they registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they a full-time student, a student nurse, a care worker or an apprentice?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/>
Do they pay rent or money for board and lodgings to you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text" value="£"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text" value="£"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text" value="£"/> a week
Are they severely mentally impaired?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they in legal custody at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>

Part 3 About other people who live with you – continued

Are they in hospital at the moment?

First person

No
 Yes When did they go in?

 / /

When will they come out (if you know this)?

 / /

Second person

No
 Yes When did they go in?

 / /

When will they come out (if you know this)?

 / /

Third person

No
 Yes When did they go in?

 / /

When will they come out (if you know this)?

 / /

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

No
 Yes Tell us their earnings before any deductions.

£

We need to see evidence of their earnings.

No
 Yes Name of first other income

How much is it before deductions?

£ a week

Name of second other income

How much is it before deductions?

£ a week

Name of third other income

How much is it before deductions?

£ a week

We need to see evidence of other incomes.

No
 Yes Tell us their earnings before any deductions.

£

We need to see evidence of their earnings.

No
 Yes Name of first other income

How much is it before deductions?

£ a week

Name of second other income

How much is it before deductions?

£ a week

Name of third other income

How much is it before deductions?

£ a week

We need to see evidence of other incomes.

No
 Yes Tell us their earnings before any deductions.

£

We need to see evidence of their earnings.

No
 Yes Name of first other income

How much is it before deductions?

£ a week

Name of second other income

How much is it before deductions?

£ a week

Name of third other income

How much is it before deductions?

£ a week

We need to see evidence of other incomes.

Are any of the people who normally live with you married to each other or living together as if they were married?

No
 Yes Tell us their names.

is the partner of

And is the partner of

Part 4 About rent

Do you pay rent for your home?

Tick 'Yes', even if you would pay rent but you already get Housing Benefit or Local Housing Allowance?

No Go to **Part 6**.

Yes Answer the next question.

Are you claiming Housing Costs as part of your Universal Credit claim?

Yes Go to **Part 6**.

No Answer the next question.

What is your landlord's name and business address?

By landlord we mean the person or organisation who owns the property you live in.

Postcode

If your landlord has an agent, tell us their full name and address.

By agent we mean the person or organisation you actually pay your rent to.

Postcode

Are you, your partner, or any of your or your partner's children related to your landlord or agent, or to your landlord's partner or the agent's partner?

Related includes related through marriage, even if the relationship has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, granddaughter, son-in-law or stepdaughter.

No

Yes What is the relationship?

	is my landlord's or agent's	
--	-----------------------------	--

Do you or your partner own, or have you ever owned, any part of the property you now live in?

No

Yes

Do you rent the accommodation from a company of which you or your partner are a director or employee?

No

Yes

Do you live in the property as a condition of your or your partner's employment?

No

Yes

Is your landlord the ex-partner of you or your partner?

No

Yes

Is your landlord the parent of a child for whom you or your partner are responsible?

No

Yes

Is your landlord a trust of whom you or your partner are a trustee or are a beneficiary?

No

Yes

Is your landlord a trust of whom your child or your partner's child is a beneficiary?

No

Yes

When did you start renting your home?

/	/
---	---

When did you move to this address?

/	/
---	---

If you have not moved in yet tell us when you expect to move in. (Then you will need to tell us when you have actually moved in.)

/	/
---	---

Part 4 About rent – continued

What sort of tenancy do you have?

For example, licenced, assured shorthold, regulated.

How long is the tenancy for?

 / / to / /

Please tick to show if the property is let as:

furnished

minimally furnished

partly furnished

unfurnished

How much is the rent for your home?

£ every

(For example, every week/fortnight/four weeks/month.)

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

No

Yes

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

How much of the rent do you pay?

£ every

(For example, every week/fortnight/four weeks/month.)

Has your rent changed in the last 12 months?

No

Yes

Send us evidence of the date it changed, and how much it changed.

When is the next rent increase due?

 / /

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

No

Yes

Please send us the notice of registration (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?

How much do you owe?

£

Who receives the Council Tax bill for your home?

You or your partner

Your landlord

Someone else

Tell us who receives the Council Tax bill.

Part 4 About rent – continued

Does your rent include money for the following?

Meals

No

Yes If 'Yes', which ones?

Breakfast Lunch Evening Meal How much? £

Water rates

No

Yes How much each week?

£

Heating

No

Yes How much each week?

£

Lighting

No

Yes How much each week?

£

Hot water

No

Yes How much each week?

£

Fuel for cooking

No

Yes How much each week?

£

Laundry

No

Yes How much each week?

£

Cleaning your accommodation and/or windows

No

Yes How much each week?

£

Gardening

No

Yes How much each week?

£

Garage or parking space

No

Yes How much each week?

£

Do you have to rent the garage as part of your tenancy agreement?

No

Yes

Personal care and support

No

Yes How much each week?

£

Do you pay any other service charges in your rent?

No

Yes How much each week?

£

For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals or lift maintenance.

Please send a breakdown of these services.

What for?

We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 18 to see what you can use as evidence.

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). In these circumstances, we can contact your landlord without your permission.

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

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

- you have claimed Housing Benefit;
- we have made a decision on your claim;
- we have made a payment to you; and
- we need more information to make a decision on your claim, and what that information is.

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 you, Conwy County Borough Council, permission to share my information about the progress of this Housing Benefit claim with my landlord or their agent.

Your signature:

Date:

 / /

Your partner's signature:

Part 5 About where you live

What sort of property do you live in? Tick one box only.

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

Which floors do you live on?

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

No

Yes

Where in the building do you live?

At the front

In the middle

At the back

Does your home have central heating?

No

Yes

Does your home have a garden?

No

Yes

Do you or your partner have a carer who lives somewhere else but provides care overnight in your home? If 'Yes', please give details and name and address of carer/s

No

Yes

Part 5 About where you live – continued

Is anyone in your household unable to share a bedroom because of their disability?

No

Yes

If 'Yes', please give details and enclose any supporting evidence.

Has your home been built or adapted for people with disabilities?

No

Yes

If 'Yes', please give details

How many rooms are there in the building?

In the whole building?

Just for you and your household?

That you share with other people?

Living rooms

Bedsitting rooms

Bedrooms

Bathrooms or shower rooms

Toilets

Kitchens

Other rooms

Part 6 Income Support, Jobseeker's Allowance (income-based), Pension Credit (Guaranteed Credit) and Employment Support Allowance (income-related)

Are you or your partner actually getting Income Support, Jobseeker's Allowance (income-based), Pension Credit (Guaranteed Credit) or Employment Support Allowance (income-related)?

No

Yes

You

Which one?

When did you start getting it?

Now go to **Part 13**.

No

Yes

Go to **Part 7**.

Which one?

When did you claim?

Now go to **Part 13**.

Your partner

No

Yes

Which one?

When did they start getting it?

Now go to **Part 13**.

No

Yes

Go to **Part 7**.

Which one?

When did they claim?

Now go to **Part 13**.

Are you or your partner still waiting to hear about a claim for Income Support, Jobseeker's Allowance (income-based), Pension Credit (Guaranteed Credit) or Employment Support Allowance (income-related)?

Part 7 About other business interests or being self-employed

Are you or your partner a company director?

No

Yes We will write to you for more information.

Are you or your partner self-employed?

No Go to **Part 8**.

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 evidence 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

Are there any other partners in the business?

No

Yes Tell us their name and address.

No

Yes Tell us their name and address.

 Postcode

 Postcode

How many hours a week do you usually work?

Do you get a Business Start-up Allowance?

No

Yes How much?

 £

How often?

 Every

No

Yes How much?

 £

How often?

 Every

Do you pay into a private pension scheme?

No

Yes How much?

 £

How often?

 Every

No

Yes How much?

 £

How often?

 Every

We must see evidence of your earnings before we can decide how much benefit you can get. Read the checklist at Part 18 to see what you can use as evidence.

Part 8 About working for an employer

Do you or your partner work for an employer?

This includes getting Statutory Sick Pay, Statutory Paternity Pay, Statutory Maternity Pay and Councillor's Allowance?

No Go to Part 9.

Yes Answer the questions on this page. If you work for more than one employer, tell us about all the employers on a separate sheet of paper and send it with this form.

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

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
What is your employer's name and address?	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
	Postcode	Postcode
When did you start this job?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is your payroll, employee or staff number?	<input type="text"/>	<input type="text"/>
Are you employed for a limited period?	No <input type="checkbox"/> Yes <input type="checkbox"/> When will you finish?	No <input type="checkbox"/> Yes <input type="checkbox"/> When will they finish?
	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How often do you get paid?	<input type="text"/>	<input type="text"/>
What is your gross pay?	£ <input type="text"/>	£ <input type="text"/>
Tax paid?	£ <input type="text"/>	£ <input type="text"/>
National Insurance paid?	£ <input type="text"/>	£ <input type="text"/>
Net pay?	£ <input type="text"/>	£ <input type="text"/>
Is the above the normal pay you receive?	No <input type="checkbox"/> If 'No', please give more details Yes <input type="checkbox"/>	No <input type="checkbox"/> If 'No', please give more details Yes <input type="checkbox"/>
	<input type="text"/>	<input type="text"/>
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"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
When will your next pay rise be?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Give details of any regular overtime, bonuses or commission.	<input type="text"/>	<input type="text"/>

Part 8 About working for an employer – continued

	You	Your partner
Are you getting Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP), Statutory Paternity Pay (SPP) from your employer at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you getting any other pay in addition to SSP, SMP and SPP?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you pay into a private or company pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?
	£ <input style="width: 150px;" type="text"/>	£ <input style="width: 150px;" type="text"/>
	How often? <input style="width: 150px;" type="text"/>	How often? <input style="width: 150px;" type="text"/>
	Every <input style="width: 150px;" type="text"/>	Every <input style="width: 150px;" type="text"/>

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 18 to see what you can use as evidence.

Part 9 About any other work

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 10**.

Yes Answer the questions on this page.

What other work do you do?

You

Your partner

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

Postcode

Postcode

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.

No

Yes How much do you get before any deductions?

£

How often?

Every

No

Yes How much do they get before any deductions?

£

How often?

Every

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 18 to see what you can use as evidence.

Part 10 About benefits and pensions

Are you or your partner getting any benefits or waiting to hear about benefits you have claimed?

Read the list of benefits below and tell us about any you or your partner are getting now or have claimed.

- Adoption Pay
- Bereavement Allowance
- Carer's Allowance
- Child Benefit
- Child Tax Credit
- Contribution-based Jobseeker's Allowance
- Employment Support Allowance (contribution based)
- Fostering Allowance
- Guardian's Allowance
- Incapacity Benefit
- Industrial Death Benefit
- Industrial Injuries Disablement Benefit
- Maternity Allowance
- Pension Credit (including Savings Credit)
- Severe Disablement Allowance
- State Retirement Pension
- Universal Credit
- War Disablement Benefit, War Pension or War Widow's Pension
- Widow's, Widower's Benefits or Widowed Parent's Allowance
- Working Tax Credit
- Any other benefit not listed above

No Go to **Part 11**.

Yes Tell us about the benefits below. Tell us the full rate of the benefits before any deductions.

Also, if you are getting, or have claimed, any other benefit that is not listed above, tell us below.

	You	Your partner
The name of the benefit or pension	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much?	<input type="checkbox"/> How much?
	<input style="width: 100%;" type="text"/> £	<input style="width: 100%;" type="text"/> £
	How often?	How often?
	<input style="width: 100%;" type="text"/> Every	<input style="width: 100%;" type="text"/> Every
The name of the benefit or pension	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much?	<input type="checkbox"/> How much?
	<input style="width: 100%;" type="text"/> £	<input style="width: 100%;" type="text"/> £
	How often?	How often?
	<input style="width: 100%;" type="text"/> Every	<input style="width: 100%;" type="text"/> Every

Part 10 About benefits and pensions – continued

	You	Your partner
The name of the benefit or pension	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much?	<input type="checkbox"/> How much?
	£ <input type="text"/>	£ <input type="text"/>
	How often?	How often?
	Every <input type="text"/>	Every <input type="text"/>

Part 11 About other money coming in

Do you or your partner, or any children you are claiming for, have any money coming in (or expect to have some money coming in) that you have not already told us about on this form?

This includes occupational pensions; 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; Home Income Plan, payments from mortgage, loan or credit card payment protection policies; training allowances; a student grant or loan; and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants or from any other property. You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

No Go to **Part 12**.

Yes Answer the questions on this page.

Other money 1

What is the money for?	<input type="text"/>
Who gets it?	<input type="text"/>
How much do you/they get?	£ <input type="text"/>
How often?	Every <input type="text"/>
When did you/they start getting this income?	<input type="text"/> / <input type="text"/> / <input type="text"/>
When is the income likely to go up?	<input type="text"/> / <input type="text"/> / <input type="text"/>

Other money 2

What is the money for?	<input type="text"/>
Who gets it?	<input type="text"/>
How much do you/they get?	£ <input type="text"/>
How often?	Every <input type="text"/>
When did you/they start getting this income?	<input type="text"/> / <input type="text"/> / <input type="text"/>
When is the income likely to go up?	<input type="text"/> / <input type="text"/> / <input type="text"/>

Part 11 About other money coming in – continued

Other money 3

What is the money for?

Who gets it?

How much do you/they get?

How often?

When did you/they start getting this income?

When is the income likely to go up?

Does anyone owe money to you, your partner, or any children you are claiming for?

No

Yes What for?

How much?

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

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

No

Yes What for?

How much?

Have you or your partner delayed receiving any money?

For example, private pension, annuity, occupational pension.

No

Yes What is it?

We must see evidence of any money coming in before we can decide how much benefit you can get. Read the checklist at Part 18 to see what you can use as evidence.

Part 12 About bank accounts, capital, savings and investments

Tell us about all your bank and building society accounts (EVEN EMPTY AND OVERDRAWN, OR ONES YOU DO NOT USE REGULARLY)

Do you or your partner have any capital, (including bank accounts) savings or investments in the UK or abroad?

No Go to **Part 12a**

Yes Answer all questions in this part.

This includes cash, current accounts and savings accounts with a bank or building society, Post Office accounts, Premium Bonds, National Savings Certificates, and stocks and shares.

We must see evidence of all capital, savings and investments if they add up to £6,000 or more if you are below State Pension Credit Age and £10,000 if you are State Pension Credit Age.

(See front page for information on how much capital you may have)

Part 12 About bank accounts, capital, savings and investments - continued

Do you or your partner have any Bank Accounts?

This includes bonds.

No

Yes Tell us about all your **Bank Accounts**, even empty or overdrawn ones. If there are more than two bank accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Name of bank

Account number

Whose name is the account in?

How much is in the account?

£

Name of bank

Account number

Whose name is the account in?

How much is in the account?

£

Do you or your partner have any Building Society accounts?

This includes bonds.

No

Yes Tell us about **Building Society accounts**, even if you do not use them regularly. If you have more than two building society accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Name of building society

Account number

Whose name is the account in?

How much is in the account?

£

Name of building society

Account number

Whose name is the account in?

How much is in the account?

£

Do you or your partner have any Post Office accounts?

This includes savings accounts and Girobank accounts.

No

Yes Tell us about **Post Office accounts**. If you have more than two post office accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Type of account

Account number

Whose name is the account in?

How much is in the account?

£

Type of account

Account number

Whose name is the account in?

How much is in the account?

£

Part 12 About capital, savings and investments - continued

Do you or your partner have any Premium Bonds?

No
 Yes Value

£

Do you or your partner have any National Savings Certificates?

No
 Yes Issue number Value How many?

£

Issue number Value How many?

£

Do you or your partner have any stocks, shares, or unit trusts?

No
 Yes Company name How many? Current value

Company name How many? Current value

If you have more than two National Saving Certificates, stocks, shares, or unit trusts, tell us about the others on a separate sheet.

Do you or your partner have any other capital, savings or investments?
 For example, cash, PEPs, ISAs, TOISAs, compensation, or any other money you have not told us about on this form.

No
 Yes Tell us about this.

Part 12a About property, land or timeshare

Do you or your partner own or partly own any property, land or timeshare, other than the home you live in, either in the UK or abroad?

No
 Yes What is the address?

Tick 'Yes' even if you have a mortgage or loan for the property, land or timeshare.

Postcode

How much is it worth?

£

If you have a mortgage or loan for this, how much is left to repay?

£

We will write to you about this

Part 13 How we can pay your entitlement

Council Tax Reduction

We will pay any Council Tax Reduction direct to your Council Tax Account.

Housing Benefit - not covered by the Local Housing Allowance

The Government has introduced rules regarding Local Housing Allowance. These do not apply to:

- Licensed (short term leased accommodation with Conwy County Borough Council) - **we will pay your entitlement direct to your rent account**
- Housing Associations
- If you live in supported accommodation provided by a Social Landlord, Charity or Voluntary Organisation
- If your rent has been registered as a fair rent and/or your tenancy started before the 15th January 1989
- Caravans, Mobile Homes, Site Rents, Mooring Charges, Houseboats, Hostels, Rent includes substantial amount for board and attendance

You can choose to have your benefit paid:

- Direct to your landlord
- Direct into your bank or building society account

Housing Benefit - Private Tenants covered by the Local Housing Allowance rules:-

In the majority of cases covered by the Local Housing Allowance the Housing Benefit will be paid directly to the tenant.

However in some cases we may still be able to pay your Housing Benefit direct to your landlord. For example if you have difficulty in managing your affairs. If this is the case please give full reasons why you want your Housing Benefit to be paid direct to your landlord.

Please provide supporting evidence where necessary in support of this request, for example a letter from your GP, Care Worker etc.

It may also be necessary to pay your landlord direct due to rent arrears.

Free School Meals

If you qualify for free school meals for your child/children you will be notified in writing of the decision and the relevant school will be informed.

School Essentials Grant/School Uniform Grant

If you qualify for a grant for your child/children this will be paid into your bank/building society account.

We will pay your Housing Benefit/School Essentials Grant direct into an account

We recommend that you get your money in this way because:

- it is safe and secure;
- it is convenient - you decide when and how much you want to withdraw;
- using an account may help you to save;
- you could have regular bills paid from some accounts (this could save you money but you will need to make sure that there is enough money in your account to pay the bills - if not, you may be charged a fee); and
- you can get your money from many different places, including branches of your bank or building society and cash machines.

The account can be:

- in your name;
- in the name of your partner (we use partner to mean a person you are married to or a person you live with as if you are married to them);
- in your name and your partner's name;
- in the name of the person acting on your behalf; or
- in your name and the name of the person acting on your behalf.

Part 13 How we can pay your entitlement - continued

If you have ticked that you want either your Housing Benefit or your School Essentials Grant/School Uniform Grant to be paid straight into a bank account by BACS, please provide the following information.

Name of Bank or Building Society

Account Name

Bank or Building Society Sort Code

Bank or Building Society Account Number

Part 14 Paying Housing Benefit to your landlord

If you would like us to pay your Housing Benefit straight to your landlord you must tick this box and sign this declaration.

Please pay my Housing Benefit straight to my landlord. I understand that:

- I must always tell you about any change in my circumstances;
- if I do not tell you about any change of circumstances and you pay me too much benefit because of this. I will have to pay back the extra benefit; and
- I may be prosecuted if I do not tell you about any change of circumstances.

Your signature

Date

Your landlord will need to read and sign the declaration below IF NOT A REGISTERED HOUSING ASSOCIATION.

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

I understand that by law:

- I must tell you 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 must 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's bank details for Direct Payment into a bank account by BACS transfer if not a Registered Housing Association

Name the account is held in

Name of Bank or Building Society

Bank or Building Society Sort Code

Bank or Building Society Account Number

Landlord/Agent Signature

Landlord Reference (if known)

Date

Part 15 Anything else you need to tell us

Use the box below 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 separate sheets of paper with this form, tell us how many.

Part 16 Backdating

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier.

Date you want to claim benefit from

Tell us why you have not claimed at an earlier date.

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, it would be helpful if they sign below to confirm all the details about them are correct. But they do not have to sign.

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

I understand the following.

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit, Council Tax Reduction, Free School Meals, Pupil Development Grant/School Uniform Grant or a Financial Assessment for Home Care or Residential Care, or any of these. You may check some of the information with other sources as allowed by the law.
- You may use any information I have provided in connection with this and any other claim for state benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private companies such as banks and organisations that may lend me money, if the law allows this.

To view Revenue and Benefits full Privacy Notice then please visit our website www.conwy.gov.uk/rbas/privacy

I know I must promptly let the Benefit Unit at Conwy County Borough Council know about any change in my circumstances which may affect my claim.

Failure to do so may result in you taking action against me, which may include court action.

I declare the information I have given on this form is correct and complete.

Your Signature

Date

Your partner's signature

Date

If any part of 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.

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 of the person

Relationship to the person claiming

Date

Part 18 Checklist

Please tick to tell us what evidence you are sending with this form. We must see original documents, not copies.

If you do not provide all the evidence we need, we might not be able to pay you any benefit. We need the same evidence for your partner, if you have one, and for any other adults living in your home.

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

Evidence of identity

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EEC identity card or recently paid gas or electricity bill. We may need to see at least two of these documents for you and your partner.

Evidence of National Insurance number

Such as a National Insurance number card, payslips or letters from Department for Work and Pensions or Her Majesty's Revenue and Customs.

Evidence of capital, savings and investments if they add up to £6,000 or more if you are below State Pension Credit Age or £10,000 if you are State Pension Credit Age. IF THEY ARE BELOW THIS THEN YOU DO NOT NEED TO PROVIDE EVIDENCE.

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 evidence of any interest, or dividends you get on investments and savings. The evidence you send must show for at least the last two months.

Evidence of earnings

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. Or, ask your employer to fill in the certificate on page 27. We will contact your employer if you do not have these payslips. 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 12 months, a summary of your trading records so far.

Evidence of other income

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.

Evidence of Student Status/Income

Student Status - such as a letter from your University/College confirming start date, expected end date, type of course and whether full time/part time. Student Income - such as a copy of your letter from Student Finance showing a full breakdown of all loans and/or grants.

Evidence of benefits, allowances or pensions

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

Evidence of private rent and tenancy

Such as a rent book, rent receipts, an up to date tenancy agreement or a letter from your landlord - evidence must be current.

Evidence of other money paid out

Such as letters about student grants or maintenance, letter from childcare provider confirming fees paid.

Equal Opportunities Monitoring Form

The questions in this section are for statistical analysis, monitoring and the development of improved services. All information is stored on a confidential database.

You do not have to complete this questionnaire. It would be really helpful if you could complete this form.

About Yourself

I am: Male Female

How would you describe your ethnic origin?

White

British

Irish

Welsh

Any other White Background

Please give details

Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed Background

Please give details

Asian or Asian British

Indian

Pakistani

Bangladeshi

Black or Black British

Caribbean

African

Chinese or other ethnic group

Chinese

Any other Asian, Black background. Any other ethnic group. Please give details.

Age 16 to 24 25 to 34 35 to 44 45 to 54 55 to 64 65 and over

Do you have any long-term illness, health problem or disability that affects your day to day activities?

Yes

No

Thank you for completing this form



COUNTY BOROUGH COUNCIL
BODLONDEB, CONWY LL32 8DU

Certificate of earned income

Private and confidential

To be filled in by the employee

Name

Address

Employee or works number Occupation Signature

To be filled in by the employer

Please help your employee by confirming the details above, providing the information asked for below and returning it to the address at the top of this letter.

What date did the employee start work?

How often is the employee paid?
If 'Other', please give the period.

Every week Every fortnight Every four weeks
Every calendar month Other (Please give details.)

Please tell us how they are paid, for example, cash, cheque, direct into their bank account.

Normal basic wage £ Normal hours worked

Gross pay for the last five weekly, three fortnightly, or two monthly/ four-weekly periods (including overtime, bonus SSP, SMP, SPP)

	Pay period ending	Number of hours worked	Gross pay	Gross pay to date	National Insurance contributions		Occupational pension or personal pension contributions		Tax paid by employee	
					For each period	Year to date			For each period	Year to date
1										
2										
3										
4										
5										
Total										

If Statutory Sick Pay (SSP), Maternity Pay (SMP) or Paternity Pay (SPP) is included in the gross pay, please tell us which and how much.

Name

Business name

Business address

Business phone number

I confirm that the information given is true and complete.

Signature

Position in firm

Employer's authorisation stamp


