

# Tell Us



## Do you have any changes that you need to tell us about?

**TELL US**

**Don't Delay, Tell Us Today – Keep Your Entitlement Right**

I wish to apply for: ( Please tick ✓ )

<b>Housing Benefit and Council Tax Reduction</b>	<input type="checkbox"/>	<b>Council Tax Reduction only</b>	<input type="checkbox"/>	<b>Housing Benefit only</b>	<input type="checkbox"/>
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### Declaration

If my change in circumstances entitles me to either Housing Benefit or Council Tax Reduction that I did not previously receive, please treat this form as my application for this benefit/reduction.

**Warning: It is an offence to give false information.**

**I have completed and submitted this Housing Benefit and Council Tax Reduction form. Where I have completed the form with assistance from another party, I have supplied the answers.**

I understand that you will use the information I have provided to process my application for Housing Benefit and Council Tax Reduction. You may check other sources as allowed by law. You may also use this application to assess entitlement to Discount or Exemption for Council Tax, Social Security benefits, clothing grants, income maximisation for assessment of care packages that I have made or may take, school clothing grants or to assess changes in relation to home care services. I understand that I must let you know immediately about any change in my circumstances, which might affect my claim.

Glasgow City Council will treat this as an application for Discretionary Housing Payment (DHP) should the change result in your Housing Benefit entitlement being reduced due to the removal of the spare room subsidy. Please note separately if you do not want to be considered for DHP.

<b>Signature</b>	<b>Date</b>
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Sharing information with your landlord or Housing Association could help us deal with your application quickly. Under the Data Protection Act 1998, we need your permission to discuss certain details of your application with your landlord. If you agree to Glasgow City Council sharing your information with your landlord or Representative, please sign the following mandate.

**Agreement: I give Glasgow City Council, permission to share my information about the progress of this Housing Benefit application with my landlord or my representative.**

Name of Representative/Landlord:	
<b>Signature</b>	<b>Date</b>

*Please now complete questions 1 to 6 overleaf*

**1.** Full Name

Partner's Name

Current Address

National Insurance Number

Date of birth

Telephone

E-mail

<b><u>You</u></b>	<b><u>Your partner</u></b>

**2.** Are you claiming **Universal Credit?** ( Please tick ✓ )

Yes

Please supply details below

No

Please go to question **3**

Employer's name (if applicable)	
<b><u>You must supply a copy of your Universal Credit award letter</u></b>	
Please go to question 5	

**3.** Your **Child Care and Tax Credits** ( Please tick ✓ )

**You**

**Your partner**

Do you pay for child care?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>If your child care costs have changed, download a 'Child Care Charges Form' at <a href="http://www.glasgow.gov.uk/ben">www.glasgow.gov.uk/ben</a></i>								
Do you receive Working Tax Credit or Child Tax Credit?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**4.** Have you or your partner had a change to **earned income** or **started work?**

Yes

Please give details below

No

Please go to question **5**

**You**

**Your partner**

Are you self-employed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<i>If your self-employed income has changed, download a 'Self-Employed Form' at <a href="http://www.glasgow.gov.uk/ben">www.glasgow.gov.uk/ben</a></i>								
Employer's name								
Do you intend to work for more than five weeks?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
How many hours do you work in total per week?								
When did you start working?								
If your hours have changed, when did they change?								
What is your pay before deductions?								
How much do you pay towards a pension?								

**Please provide your most recent wage slips**

**5.** Has there been **any other change** to your circumstances? ( Please tick ✓ )

- For example, if you have moved address, you can tell us about this in question **6**.
- Has someone in your household had an income change?
- Has there been a change to the number of people in the house

Yes, for me or my partner  Please give details below      Yes, for another adult  Please give details below      No

Please provide details of what has changed

When did this change?

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

**Please provide evidence of any change to income.  
For example: wage slips, letter from DWP, bank statements**

**6.** Have you **changed address**? ( Please tick ✓ )

Yes  Please give details below      No  Your form is now complete

Please provide names of **all** people in your new household. Continue on another sheet if necessary.

Full Name	Date of Birth	National Insurance Number

My <b>old</b> address was:					My <b>new</b> address is:				
I was the:		Owner		Tenant	I will be the:		Owner		Tenant
The end date of my old tenancy/date of sale was:					The start date of my new tenancy/purchase date was:				
The date I moved out of my old address was:					The date I moved into my new address was:				
Was the property furnished when empty?		Yes		No	Was the property furnished when empty?		Yes		No
I had to give my landlord _____ week(s)/month(s) notice to end my tenancy									
Please tick any box that applies:									
I had to move at short notice, and this was unavoidable			There was a delay in moving into my new address			I have left my previous home due to violence / fear of violence			
My new landlord's name and address is:									

Is the owner either related to you or any member of your family?

Yes

No

If yes, please state the relationship:

How much rent do you pay? £

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

Yes

*Please give details below*

No

What is their name?

What is their relationship to you?

What is your share of the rent?

£

Will you rent your home from a Private Landlord?

Yes

*Please give details below*

No

*Your form is now complete*

How many rooms are in this property?

How many rooms do you use?

How many rooms are used for an overnight carer?

How many of each room are there?

Living room(s)

Kitchen

Bedroom(s)

Bathroom(s)

**If you have moved address and rent from a Private Landlord, please provide a copy of your lease agreement**

How do you want to be paid Housing Benefit?

**Paid direct to my bank account**

**Paid direct to my landlord**

**If you rent from a Private Landlord and you want us to pay them Housing Benefit, please explain why:**

Please supply your bank details:

Name and address of the bank or building society:

Sort code

Account number

Roll number (if this applies)

Name(s) of Account Holder(s)

***Please remember to sign the 'Declaration' on page 1 and return this form to:  
Glasgow City Council, P.O. Box 36, Glasgow, G1 1JE or email to  
[HBen.Central@glasgow.gov.uk](mailto:HBen.Central@glasgow.gov.uk)***