

2005/06

South Norfolk Council

Housing Benefit and Council Tax Benefit starting-work form



official use

date

ref

Please return this form to: South Norfolk Council, Long Stratton, Norwich NR15 2XE

- Please return this form as quickly as possible, even if you do not have everything we ask for.
- You will need to send us various documents as proof to support your claim.
- We can process your claim only if you send us original documents as proof.
- We cannot accept photocopies.
- You must send us any missing proofs within one month or you may lose benefits.
- Please use correct postage to prevent your application being delayed in the post.
- Use blue or black ink to fill in this form.
- Please answer all the questions on the form. **If they do not apply, put a line through the box.**
- If you do not fill in the form properly, we will have to send the form back and this will delay your claim.
- If you need help filling in the form, or you need further information, please contact us on the following number:

01508 533633

Benefit claim form receipt

This claim form was received on the date stamped in the box below

Office use - date stamp



INVESTOR IN PEOPLE



South Norfolk Council, Revenue Services, Long Stratton, Norwich NR15 2XE Telephone: 01508 533633

Notes for filling in the starting-work form

About this form

The starting-work form has been specially designed to be easy to fill in. It is long, but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of benefit.

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.

Evidence

We need to see evidence of some of the things you tell us about. The checklist at the end of the form will 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.

When starting a job will affect your claim

Normally, any change of circumstances will affect your claim from the Monday after the change - so if you start work on a Monday, your claim will change from the next Monday. However, if you have been getting a Jobseeker's Allowance for 26 weeks or more before starting work, your earnings may not affect your benefits for a further 4 weeks. Please ask for details.

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 and Council Tax Benefit.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and the Inland Revenue, 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; and
- prevent or detect crime; and
- protect public funds.

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. The 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 it, please ask us.

Changes you must tell us about

Tell us straightaway if:

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

You must tell us about these changes in writing - a phone call is not 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 on the message.

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

Part 1 About you and your partner

Office use only

Do you have a partner who normally lives with you?

By partner we mean someone of the opposite sex you are married to or live with as if you are married. Even if your partner only comes home at weekends, or part of the week, you must include them

No

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

Other names

Any other surnames or family names you have used, for example before marriage or in a previous marriage

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 of birth

 / /
 / /

National Insurance number

You can find this on payslips or letters from social security or the tax office.

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.

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

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

Your daytime phone number

You do not have to tell us this, but it may help us to deal with your claim more quickly.

Are you or your partner self-employed?

This includes being a director or company secretary of any business.

No Go to Part 3.

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?

No
 Yes How much?

 £

 £

How often?

How often?

 Every

 Every

Do you pay into a private pension scheme?

No
 Yes How much?

No
 Yes How much?

 £

 £

How often?

How often?

 Every

 Every

We must see evidence of your earnings before we can decide how much benefit you can get. Read the checklist at Part 12 to see what you can use as evidence.

Do you or your partner work for an employer?

No Go to Part 4.
 Yes Answer the questions in this part.

Do you work for more than one employer?

No
 Yes Tell us about all the employers on a separate sheet of paper and send it with this form. Include all the information asked below.

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

You

Your partner

What kind of work do you do?

What is your employer's name and address?

 Postcode

 Postcode

When did you start this job?

 / /
 / /

What is your payroll, employee or staff number?

Are you employed for a fixed period?

No
 Yes When will you finish?

No
 Yes When will they finish?

 / /
 / /

How often do you get paid?

 Every

 Every

How much do you get paid before tax and National Insurance are taken off?

 £

 £

How are you paid?
 For example, in cash, by cheque or straight into a bank or building society account.

When was your last pay rise?

 / /
 / /

When will your next pay rise be?

 / /
 / /

How many hours a week do you usually work?

Give details of any regular overtime, bonuses or commission.

Are you getting Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP) from your employer at the moment?

No
 Yes

No
 Yes

When did it start?

 / /
 / /

Part 3 About working for an employer – continued

Are you getting any other sick pay or maternity pay from your employer at the moment?

No
Yes

No
Yes

When did it start?

 / /
 / /

Do you pay into a private or company pension scheme?

No
Yes How much?

No
Yes How much?

 £

 £

How often?

How often?

 Every

 Every

We must see 5 weekly, 3 fortnightly or 2 monthly consecutive pay slips before we can decide how much benefit you can get. If you get tips or bonuses, tell us about these in Part 9.

Part 4 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 5.
Yes Answer the questions on this page.

You

Your partner

What other work do you do?

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?

No
Yes How much do they get before any deductions?

 £

 £

How often?

How often?

 Every

 Every

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 12 to see what you can use as evidence.

Are you or your partner getting any of the benefits or credits listed below, or are you waiting to hear about benefits or credits you have claimed? Read the list of benefits and credits below and tell us about any that you or your partner are getting now or have claimed. Please put a line through any boxes that do not apply to you or your partner. We will need to see evidence of the benefit or credit such as an award letter.

No Go to Part 6.
 Yes Tell us about the benefits below.

Pensions	You			Your partner		
	Yes ✓	How much do you get?	How often is it paid?	Yes ✓	How much do they get?	How often is it paid?
State retirement pension		£			£	
Pension Credit (Savings Credit)		£			£	
Widow's Allowance or Bereavement Allowance		£			£	
Widowed Parent's Allowance or Widow's Pension		£			£	
War Widow's or War Dependant's Pension		£			£	
War Disablement Pension		£			£	
Industrial Injury/Disablement Pension		£			£	
Exceptionally Severe Disablement Allowance		£			£	

Benefits and allowances

Contribution-based Jobseeker's Allowance		£			£	
Child Tax Credit		£			£	
Working Tax Credit		£			£	
Employment Training Allowance		£			£	
Child Benefit		£			£	
Short-term Incapacity Benefit		£			£	
Long-term Incapacity Benefit		£			£	
Attendance Allowance		£			£	
Disability Living Allowance: Mobility Component		£			£	
Care Component		£			£	
Carer's Allowance		£			£	
Severe Disablement Allowance		£			£	
Maternity Allowance		£			£	
Fostering Allowance		£			£	
Any other benefit, pension or money from the government		£			£	

Are you repaying a Social Fund loan or overpayment for any of these benefits?

No

Yes

If yes, which one?

Part 6 About other money or pensions 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 work-based pensions; pensions from abroad; 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; and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants. 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 7.

Yes Answer the questions on this page. Please put a line through any boxes that do not apply to you or your partner.

Other income and pensions

	You			Your partner		
	Yes ✓	How much do you get?	How often is it paid?	Yes ✓	How much do they get?	How often is it paid?
Private Pension 1 paid by <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
Private Pension 2 paid by <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
		Date of next increase	<input type="text"/> / <input type="text"/> / <input type="text"/>		Date of next increase	<input type="text"/> / <input type="text"/> / <input type="text"/>
Youth Training Scheme payment or Training Credits	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
Maintenance payments you receive - including CSA	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
Student grant or loan	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
Payments from boarders	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
Weekly amount from letting or sub-letting part of a property	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
Payments from a charity	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
Any other income (please give name)	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>

We must see evidence of any money or pension coming in before we can decide how much benefit you can get. Read the checklist at Part 12 to see what you can use as evidence.

Office use only

Do you or your partner have any bank accounts, savings, property or investments in the UK or abroad?

This includes cash, current accounts and savings accounts with a bank or building society, post office accounts, premium bonds, National Savings Certificates, stocks, shares and property.

No Go to Part 8.

Yes Answer all the questions in this part. We must see evidence of all the capital, savings and investments. Read the checklist at Part 12 to see what you can use as evidence. **We will need statements or pass books covering the last 3 months at least.**

Please answer these questions for yourself and your partner.

Please include empty and overdrawn accounts, whether in one name or jointly held with anyone else.

You should list children's accounts on a separate sheet

	Account number/name/other details	Your balance	Partner's balance
All bank or post office accounts (including current accounts) None held <input type="checkbox"/>		£	£
		£	£
		£	£
Building society accounts None held <input type="checkbox"/>		£	£
		£	£
		£	£
Stocks, shares, unit trusts List the names of investments and number of shares held None held <input type="checkbox"/>		£	£
		£	£
		£	£
National Savings Certificates List the issue, purchase date and number of units None held <input type="checkbox"/>		£	£
		£	£
		£	£
Other investments, redundancy payments, premium bonds, Tesses, ISAs, SAYE, cash etc None held <input type="checkbox"/> (Please also use this space if you need more room for any of the above savings)		£	£

Please supply up-to-date statements or pass books for all accounts held, even if overdrawn, covering the last 3 months. Read the checklist in part 12

Office use only

Part 7 About bank accounts, savings, investments and property – ctd

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

Tick 'Yes' even if you have a mortgage or loan for the property, land or timeshare. This includes jointly owned properties.

No

Yes What is the address?

Postcode

How much is it worth?

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

Have you or your partner received a Far Eastern Prisoner of War payment?

No

Yes

Part 8 About child care costs

Do you pay a registered childminder, nursery or after-school club any childminding costs for your child(ren)?

No Go to Part 9

Yes Please complete details for the child(ren) you pay childcare costs for

	First child	Second child	Third child	Fourth child
Surname or family name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<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"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Tell us the name and registration number of the childcare provider.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much do you pay a week?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	We need to see evidence of this.	We need to see evidence of this.	We need to see evidence of this.	We need to see evidence of this.

Part 9 Anything else you need to tell us

Use a separate sheet of paper to tell us anything else you think we should know about and attach it to this form.

If you are sending separate sheets of paper with this form, tell us how many.

Even if someone else has partly or fully 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 that all the details about them are correct.

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 or Council Tax Benefit or both, or to assess any discount or grant for Council services. You may check 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 social security benefits that I have made or may make. This includes any Discretionary Housing Payment. You may give some information to other government organisations, such as government departments and local councils, if the law allows this.

I know I must let the Council know immediately in writing about any change in my circumstances or the circumstances of anyone living with me, which might affect my claim. If I do not, you may take action against me. This may include court action.

I declare that this is my claim for Housing Benefit and/or Council Tax Benefit and the information I have given on this form is correct and complete. I authorise the Council to make any necessary enquiries to verify the information in this form.

Signature of person claiming

Date

Partner's signature

Date

If this form has been partly or fully 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 11 Ethnic background

The government has asked us to gather information about our customers' ethnic background. It's your choice whether to fill in this section. Please show which of the following groups you and your partner (if any) consider you belong to by ticking one box for you and one for your partner.

	You	Your partner
White		
British	<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>
Other white	<input type="checkbox"/>	<input type="checkbox"/>
Mixed		
White and black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
White and black African	<input type="checkbox"/>	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	<input type="checkbox"/>
Other mixed	<input type="checkbox"/>	<input type="checkbox"/>

	You	Your partner
Asian		
Asian British	<input type="checkbox"/>	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
Indian	<input type="checkbox"/>	<input type="checkbox"/>
Kashmiri	<input type="checkbox"/>	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
Other Asian	<input type="checkbox"/>	<input type="checkbox"/>
Black		
Black British	<input type="checkbox"/>	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
African	<input type="checkbox"/>	<input type="checkbox"/>
Other black	<input type="checkbox"/>	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Part 12 Checklist

Please tick to tell us what evidence you are sending with this form. We must see **original** documents, not copies. If you bring them to our reception, we will take the details we need and give you the documents back straightaway.

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.

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.** Please tell us now in Part 9 if you cannot supply the evidence within 4 weeks.

Evidence of savings, investments and property

Such as all your bank, building society or post office books, full bank statements, or certificates for premium bonds, National Savings Certificates, ISAs, Tassas, stocks, shares and unit trusts. We need to see evidence of any interest or dividends you get on investments and savings. We need to see this evidence for children in your household as well. The evidence you send must show details for at least the last 3 months.

Evidence of earnings

We will eventually need to see five weekly payslips or two monthly payslips. However, we can still process your claim while we wait for those. We will need something to show what you are likely to be earning. This could be a contract, the letter confirming your job or a form we can provide which your new employer will complete.

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 benefits, allowances, tax credits, pension credits 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. Please do not send order books through the post.

Evidence of other money paid out

Such as letters about student grants or maintenance or agreements or receipts from registered child carers.