



Housing Benefit

Get your housing or council tax benefit claim off to a good start

This is a guide to the documents and information needed to make sure that your housing benefit claim is dealt with swiftly. Don't be put off – its easier than it seems!



Making a claim

If you are already getting housing benefit at your old address and the only difference is that you are moving home, you only need to fill in a short change of address form. You will need to provide proof of your new rent plus a completed landlord direct form if you do not want to receive your housing benefit directly.

If you are not getting housing benefit you will need to complete the council's benefit claim form as soon as possible.

If you need help with the form, please call 0800 876 6060 or visit our offices. Our staff will be happy to help you.

IF IN DOUBT – ASK FOR HELP.

Some do's and don'ts

- Do provide original documents;
- Do complete and send in your claim form as soon as possible;
- Do provide the evidence as quickly as possible and within one month at the latest.
- Don't delay sending in your claim if you can't provide all the evidence;
- Don't send valuable items through the post. Take them into the Housing Benefit office where they can be copied and verified. They can also give you a receipt to confirm that you have provided the evidence.

Acceptable forms of proof of National Insurance numbers

- P45 or P60;
- Wage slip;
- Tax letter;
- Letters you may have already received from the DWP;
- RD3 National Insurance card;
- Bank statement for self employed persons who pay Class 2 National Insurance contributions.

Acceptable forms of identification

- Passport;
- Driving licence – including counterpart;
- Marriage certificate;
- Child benefit award letter;
- UK residence permit;
- Medical card;
- Birth certificate (original);
- Current utility bill (gas, electricity, water rates);
- Bank statement up to 4 weeks old;
- Identification card with photo issued by EC/EEA member state;
- Life assurance or insurance policy;
- Letter from solicitor / social worker / probation officer / Inland Revenue / Home Office / Benefits Agency.

Checklist for Housing Benefit Claims

Types of proof needed of your income, identity and circumstances.

Unless you have been on housing or council tax benefit previously, you will need to supply:

What is needed	What you need to supply (original documents only)
National Insurance number	One piece of evidence that confirms your National Insurance number. If you have a partner you will have to provide evidence of their National Insurance number.

If you are getting Income Support, Income-Based Job Seekers Allowance or Pension Credit, you will also need to supply:

Proof of income	DWP letter giving you entitlement to income support or Job Seekers Allowance (Income based).
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If you are NOT on Income Support, Jobseekers Allowance (Income based), or Pension Credits

What is needed	What you need to supply (original documents only)
Proof of earnings	For each job: wage slips covering the past 5 weeks, i.e. 5 if paid weekly, 2 if paid monthly, or 3 if paid fortnightly. They must be current and consecutive. If you do not have these, ask for a certificate of earnings from the council and give it to your employer to complete.

IF YOU ARE SELF EMPLOYED

Latest certified Profit and Loss accounts (unless they are over 12 months old). If you do not have these ask for a certificate of self employed earnings from the council.

Proof of other income

State benefits and pensions Department for Work and Pensions notification letter for the current award and amount. A bank statement showing the payments going in.

Occupation pensions Pay slips

Letter from your former employer

Tax credits

HMRC notification letter (all pages)

If you are NOT on Income Support, Jobseekers Allowance (income based) or Pension Credits

What is needed

What you need to supply
(original documents only)

Proof of other income

Maintenance received Letter from Child Support Agency or a Court Order or a letter from the payer

Other income Letters from the payer showing amount and frequency

Student grants / loans Current grant award letter / proof of loan

Proof of your capital (i.e. savings and investments)	Current bank statement (mini-statements are not acceptable). They must cover the last two months. Building society pass book. Must cover last two months Share certificates National Savings Certificates Premium Bonds Documentary evidence confirming other capital declared Valuation of interest form for other properties owned
Details of other adults living in your home (non-dependants)	Documentary proof of your non- dependants' gross income (covering the last 2 months). Documentary proof of non-dependants' capital (only if the non-dependant is working over 16 hours).