Birmingham City Council

The following reference should be quoted in any communication: -

For enquiries regarding your claim: -

Date of issue:
Telephone: 0121 464 7000
Letter Name: Postal Check

CLAIM ADDRESS IF DIFFERENT

THIS FORM WILL BE USED TO CHECK THAT YOU ARE GETTING THE RIGHT AMOUNT OF BENEFIT. IT IS VERY IMPORTANT THAT YOU COMPLETE IT AND RETURN IT TO THIS ADDRESS AS SOON AS POSSIBLE.

PLEASE ANSWER ALL THE QUESTIONS EVEN IF THE INFORMATION YOU GAVE ON YOUR LAST FORM IS THE SAME.

Section 1. ABOUT YOU AND YOUR PARTNER

	You	Your Partner
First Name		
Family Name		
Address		
NINO		
Telephone No		

If any of these details are wrong, please fill in this section.

	You	Your Partner
Details of change		

Section 2. ABOUT YOUR HOUSEHOLD

Do you?

	Own your home or pay a mortgage		Pay rent to the council
	Pay rent to a Housing Association		Pay rent to a private landlord
	Live in board and lodgings		Other * please specify

*

Please write down the following details for anyone who usually lives with you (do not include yourself). If any of these details have changed since you claimed please tell us the date of the changes.

Name	Relationship to you	Date of birth	Income	Date of change/ date moved in
			£	
			£	
			£	
			£	
			£	

Section 3. ABOUT YOUR INCOME AND SAVINGS.

BENEFITS.

Please write down the exact amounts of all the benefits you and your partner get including any Working Tax Credit and how often they are paid (eg weekly, 4 weekly, monthly). If your benefit income has changed, please tell us the date the change(s) happened. If you get no benefits please write 'None'.

Name of benefit	When paid	Amount	How often	Reference Number	Date of change
		£			
		£			
		£			
		£			
		£			
		£			

EARNINGS.

Please write down the exact amounts of all the earnings you and your partner get and how often they are paid (e.g. weekly, 4 weekly, monthly). If you or your partner have recently started work or your earnings have changed, please tell us the date the change(s) happened. If you have no earnings please write 'None'.

Name and Address of Employer	Who is employed	Amount	How often	Date of change
		£		
		£		
		£		
		£		
		£		

If you have recently started work please tell us the date the change happened

IF YOU OR YOUR PARTNER HAVE RECENTLY STARTED SELF EMPLOYMENT PLEASE TICK THIS BOX. WE WILL WRITE TO YOU SEPARATELY ABOUT THIS.

INCOME.

Please write down the exact amounts of any other income you and your partner get and how often it is paid (e.g. weekly, 4 weekly, monthly). Other types of income include maintenance, private pension, student grants etc. If your income has changed, please tell us the date the change(s) happened. If you get no other type of income please write 'None'.

Name of Income	Who is paid	Amount	How often	Date of change
		£		

SAVINGS AND CAPITAL.

Please write down details of any savings, investment shares, property or land owned by you or your partner. If there has been any changes, please tell us the date these changes happened. If you have no savings or capital, please write 'None'.

Name of Savings	Whose Capital	Amount	Type of account/ address of property/land	Date of change
		£		
		£		
		£		
		£		
		£		
		£		

RENT DETAILS

If you live in accommodation belonging to a private landlord or Housing Association please write down details of the rent that is payable. If there have been any changes please tell us the date these changes happened.

What is your full rent?	How often is it paid?	Does your rent cover other services?	If yes how much are they worth?	Has your rent gone up in the last 12 months?	If yes give date of increase

OTHER CHANGES

Please tell us about any other changes that have happened since the date of your last claim. (This date is shown in Section 1 on the front of this form)

If any of your circumstances have changed, you must provide proof. This must be the original document(s) as we cannot accept photocopies.

Your declaration

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. You may check some of the information with other sources within the council, rent offices, and other councils.
- You may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make. You may give some information to other government organisations, if law allows this.
- I have read and understood the guide on data protection.

I know I must let the council know about any changes in my circumstances which may affect my claim.

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

Signature of person claiming _____ **Date** _____

Signature of partner _____ **Date** _____

Form filled in by someone other than the person claiming

Please tell us why you are filling in this form for someone else

_____

Name of the person who filled in the form _____

Signature of the person _____

Relation to the person claiming _____

WHAT TO DO NOW

Please return this form to Benefit Service, PO Box 8267, Birmingham B4 7XF.
Or you can take it to any Neighbourhood Office.

YOUR GUIDE TO DATA PROTECTION

The Data Protection Act 1998 gives rights to you, our customers, about how we get hold of and use personal information about you. The Act also places obligations on us.

This guide tells you your rights under the Data Protection Act and details how we handle your information.

What information do we hold and how do we get it?
Generally, we receive information about you from one or more of the following sources;

- Your application for benefit
- JobCentre Plus
- Other Council departments
- Other local authorities
- Her Majesty's Revenues & Customs

For what purposes do we use information?
We use information for one of a number of purposes, which we have outlined below;

- To process your claim for Housing Benefit and Council Tax Benefit
- To make sure those who are entitled to benefit in Birmingham receive it

Looking after your information
We will provide security that is appropriate to the type of information we hold about you.

We will:

- Not hold information about you which is not necessary;
- Keep any information about you accurate and where necessary up to date (please let us know if any of your details change);
- Not keep information we have already processed for longer than necessary; and process your information in line with your rights under the Data Protection Act.

Your rights:
You have certain rights under the Data Protection Act in relation to the information that we hold about you.
If you would like more details please write to:
Support Services Manager
Benefit Service
PO Box 8267
B5 4LN

Or contact
The Data Protection Commissioner
Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Or phone 01625 545700 (Switchboard)