

**Benefits Service**  
**Runnymede Borough Council**  
**Runnymede Civic Centre**  
**Station Road**  
**Addlestone**  
**Surrey KT15 2AH**  
**Telephone: 01932 425388**  
**email: [benefits@runnymede.gov.uk](mailto:benefits@runnymede.gov.uk)**



## Benefit In-Work Claim Form

	<b>For office use only</b> Date Requested:  Date issued:  Date received:  Claim ref:	<b>OPENING TIMES</b>  <b>RECEPTION</b> 8.30am – 5.00pm <b>Monday to Thursday</b> 8.30am – 4.30pm <b>Friday</b> 9.00am – 5.00 <b>Saturday</b>  <b>BENEFITS OFFICE</b> 8.30am – 5.00pm <b>Monday to Wednesday</b> 8.30am – 1.00pm <b>Thursday</b> 8.30am – 4.30pm <b>Friday</b>
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You should only complete this form if you are currently receiving Housing Benefit, Council Tax Benefit or Local Housing Allowance AND Income Support, Job Seekers Allowance or Employment Support Allowance has ceased because you have started work, or your hours and / or earnings have increased, but no other changes have occurred.

### HOW TO FILL IN THE FORM

- **YOU MUST ANSWER EVERY QUESTION OR YOUR APPLICATION WILL BE DELAYED.**
- **Please fill in this form using black ink. There are notes to help you on the next two pages. Please read these carefully.**  
 If they do not apply to you, write "None" or "N/A" (not applicable)
- **If you do not fill in the form properly it will take longer to deal with your claim.**
- **You must return this form to us immediately** even if you do not have all the proof we have asked for. If you delay in sending it you could lose benefit. You must send us the missing proof within one calendar month or your claim will be cancelled.
- **We can only accept ORIGINAL documents as proof. We cannot accept any photocopies.**
- When you have completed this form, please return it in the envelope provided. Do not send valuable items such as passports in the post.
- You can hand-deliver claims and documents to our offices. We will copy your originals while you wait and give you back the originals. Reception opening times are at the top of this page.
- The address to return the completed form is at the top of this page.

# Notes

Please read these important notes before you fill in the form. They will help you to give us the right information so that we can pay your benefit quickly. There are notes for each section followed by some general information.

## YOU AND YOUR PARTNER

"Partner" means someone of the same or opposite sex that you live with as a couple; you may be married or in a civil partnership or living together as if you were husband and wife or as if you were civil partners.

"Your Nationality" - you MUST answer these questions, otherwise we cannot pay you benefit. If you have not lived in the UK for the whole of the last two years, or if there are doubts about your immigration status, we may send you another form to complete. Don't forget, for new claims you MUST give us proof of identity and National Insurance Number for yourself, and also for your partner if you have one. On the 'checklist', there is a full list of the type of documents we can accept as proof.

If you don't have enough documents, please ring us and let us know. We can arrange an interview with you. The telephone number is 01932 425388.

## CHILDREN WHO LIVE WITH YOU

This section is ONLY to be used for children who are living with you and for whom you get Child Benefit. This would usually be your own children who are still at school or are in further education and are under 20. Adult children, or children who are in higher education (e.g. University), who still live with you, should be included in section C. Foster children should be included in section C of the form.

## OTHER PEOPLE WHO LIVE WITH YOU

These people are often referred to in Benefits as "non-dependants". A non-dependant is someone who lives with you, but who does not pay any rent in the property. They may have an informal arrangement to give you an agreed sum for their keep. People in this group may include: grown-up children; parents; other relatives or friends. A non-dependant is different from a boarder or a sub-tenant or a joint tenant.

A "boarder" is someone who lives with you and who has an agreement with you to pay for their accommodation. Part of what they pay will be for meals which are eaten on your premises.

A "sub-tenant" is someone who pays you for accommodation but whose rent does not cover any meals.

A "joint-tenant" is someone (not your partner) who is jointly responsible with you for paying the rent at the property you live in.

## EARNINGS

If you cannot provide proof of your earnings, as detailed at the end of the section, we may have to write to your employer to ask them to complete a Certificate of Earnings. If you have just started work and do not have any payslips, you can ask your employer to send us a letter telling us when you started work, what you will be paid, and how many hours you will work. You can send us your payslips as you get them. If you do send them in separately from your claim form, please ensure that your name, address and National Insurance Number are clearly marked.

## SELF-EMPLOYED EARNINGS

Where possible, you should send us properly prepared accounts. If you have not been self-employed for very long, or if for some reason you cannot provide accurate and complete accounts, we may have to send you another form to complete. If you know you will need this form, you can save time by ringing us and asking for it now. If you would like an appointment to discuss your claim, please ring 01932 425388 and explain that you are self-employed when booking the appointment.

## OTHER INCOME

You should use this section to list all other income you may receive. You must complete every box, writing "none" where you do not receive a named benefit or pension or allowance. Don't forget to tell us about any changes in your income, e.g. when your Jobseekers Allowance is due to end or you stop getting Child Benefit for one of your children.

## CASH, SAVINGS AND INVESTMENTS

So that we can assess your benefit accurately, you need to tell us about all your capital which is held either here or abroad. "Capital" means bank accounts, building society accounts, deposit accounts with other organisations (e.g. Post Office or insurance companies), cash, National Savings Certificates, Premium Bonds, shares, stocks, unit trusts, PEPs, ISAs and TESSAs. Also any land or property which you own, apart from where you are living. We will also need to know if you have money in a trust fund. This is not meant to be a complete list - please telephone us if you have a query. If your total capital exceeds £16,000, you cannot claim Housing Benefit or Local Housing Allowance or Council Tax Benefit unless you or your partner are receiving Pension Credit Guarantee.

## PAYMENT

For new claims, Housing Benefit is usually paid from the Monday after we receive your form. If you are also a new tenant, we can pay from the start date of your tenancy, but only if we receive your claim form by the Sunday after your tenancy starts. Housing Benefit for private tenants is normally paid fortnightly in arrears. If payment is made to your landlord, it will be 4 weekly in arrears. Council Tax Benefit is paid by a credit to your Council Tax Account. If you are a Council Tenant benefit is credited to your rent account.

## APPEALS

If you disagree with any decision that we make about your benefit you have the right to appeal. You should put your appeal in writing and send it to us as soon as you can explaining why you think we have got it wrong - give as much detail as you can. If we do not uphold your appeal, you can appeal again to an Appeals Tribunal. Please note that there are strict time limits on appeals.

# Notes

## **SECOND ADULT REBATE**

Even if your income or capital is too high for you to claim benefit yourself you could still get Second Adult Rebate. To qualify, you must be the only person in your home responsible for paying Council Tax and someone else must live with you who is not your partner AND who is on a low income AND who does not pay rent to you. If you want to claim Second Adult Rebate, you only need to complete Sections A and C, provide proof and sign the Declaration on page 21.

## **CHANGES OF CIRCUMSTANCE**

We use the information you have given us on this form to assess your claim for benefit. You **MUST** tell us in writing about anything that changes and provide original proof of the change. At the back of this form is a list of some of the changes that you need to tell us about. Periodically, we may send you a review form to complete to check to see if your circumstances have changed. Please return this form with details of your income and any changes or tell us if your circumstances have not changed. If you delay telling us about a change in your circumstances we may pay you too much benefit or you could be missing out on additional benefit. You may even be committing an offence.

## **VISITS**

We may visit you at home. This is to make sure that your circumstances have not changed and that you are still getting the right amount of benefit. All of our Visiting Officers carry photo identity cards. Please make sure that you ask to see an ID card before you let anyone into your home.

## **WHY DO WE NEED ORIGINAL DOCUMENTS?**

The documents that we need to support your claim are recommended by the Department for Work and Pensions (DWP). Providing these helps us to make sure you receive the benefits that you are entitled to and that they are calculated accurately. You can check the types of documents we can accept against the list at the back of this form.

## **WHY DO WE NEED SO MUCH DETAIL?**

Do not be put off by the length of the form. We are sorry to ask so many questions but we do need you to answer in full so that we can be sure to pay you the right amount of benefit. For example, if you receive an allowance for a disability it could mean that you can get more benefit. Childcare costs, paid to a registered childminder while you are working, may also result in more benefit for you - but only if you tell us about them. If you are having difficulty filling in the form or sending us proof and need some help, please ring us on 01932 425388. We can probably help you over the phone or, in certain situations, can arrange for a Visiting Officer to see you at home.

## **DON'T DELAY**

You will see reminders around the form that you must send us original proof, not photocopies, and that we cannot process your claim until we have seen ALL the documents. We understand that it is not always easy to get them to us straightaway so, even if you haven't got everything, send us the form anyway. If you don't, you could lose benefit.

# Please provide the following information

**Are you a** (tick one box only)

- |   |  |
|---|--|
| <input type="checkbox"/> Council tenant             | <input type="checkbox"/> Owner occupier      |
| <input type="checkbox"/> Private tenant             | <input type="checkbox"/> Boarder             |
| <input type="checkbox"/> Housing Association tenant | <input type="checkbox"/> Placed as homeless  |
| <input type="checkbox"/> Hostel resident            | <input type="checkbox"/> Second Adult Rebate |

**If you are getting Income Support or Jobseekers Allowance (Income based) or Employment Support Allowance (Income based) please tick this box**

## **A** You and your partner

\* Please see notes on Page 2.  
If you do not have a partner tick this box

### You

Surname

Other names

Title Mr  Mrs  Ms  Miss   
Other

National Ins. No

Date of birth

Please tell us if there are any other names you use, or are known by

Address you wish to claim for

Postcode

Email address

Telephone

### Your partner

Surname

Other names

Title Mr  Mrs  Ms  Miss   
Other

National Ins. No

Date of birth

Please tell us if there are any other names you use, or are known by

Address you wish to claim for

Postcode

Email address

Telephone

## **B** Other people who live in your home

Apart from you, your partner, and your dependent children, does anyone else live in your home?

If NO, please go to section **C**. If YES, please give details below. You should include grown-up children who you no longer get Child Benefit for, friends, relatives, boarders, sub-tenants or joint-tenants. If there are more than 3 people who live with you, please enter their details on a separate piece of paper.

	1st person	2nd person	3rd person
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"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
National Insurance No.	<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"/> <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"/>
Date they moved in	<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"/>
What is their relationship to you?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are they a joint tenant or joint owner?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they pay you rent?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, how much and how often?	£ <input type="text"/> per <input type="text"/>	£ <input type="text"/> per <input type="text"/>	£ <input type="text"/> per <input type="text"/>



# Children who live with you

If there are no children who live with you, tick this box  and go to section **D**

Do you or your partner receive Child Benefit for any children who live with you? Yes  No

If you have more than 3 children, please use the extra box at the bottom of the page to tell us about them. If you have other children who live with you, but you don't get Child Benefit for them, please include them in Section **B**

	1st child	2nd child	3rd 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"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
What is their relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are they male or female?	Male/Female	Male/Female	Male/Female
Are they registered blind?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they go to a registered nursery or childminder or playscheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give the name and address of the childminder/nursery /playscheme caring for each child	<input type="text"/>	<input type="text"/>	<input type="text"/>
What is their registration number?	<input type="text"/>	<input type="text"/>	<input type="text"/>
What is the weekly cost of childcare for each child?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Who gets child benefit for them <i>(we need to see proof of this)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**For each child, please send ORIGINAL proof of Child Benefit, any childcare costs, Disability Living Allowance, blind registration document and savings if appropriate.**  
**PLEASE REMEMBER – YOU MUST SEND PROOF TO AVOID DELAYS IN ASSESSING YOUR CLAIM.**  
**WE CANNOT ACCEPT PHOTOCOPIES.**

More details

# **D** Self-employed Earnings

Are you or your partner self-employed? Yes  No

If NO, please go to section **F** If YES, please give details below. We may need to write to you for more information.

## **You**

The name of your business

Registered address of your business

Business telephone number

What type of business do you run?

When did you start trading?

What is the financial year start date?

Your current estimated weekly profit?

How many hours each week do you work?

Are you a partner in the business?

Yes  No

Do you pay into a Pension Scheme?

Yes  No

Are you registered with HMRC

Yes  No

## **Your partner**

The name of your business

Registered address of your business

Business telephone number

What type of business do you run?

When did you start trading?

What is the financial year start date?

Your current estimated weekly profit?

How many hours each week do you work?

Are you a partner in the business?

Yes  No

Do you pay into a Pension Scheme?

Yes  No

Are you registered with HMRC

Yes  No

**You must send ORIGINAL proof, not photocopies. Please supply your latest properly prepared accounts. If the business is new please send any details that you have and give an estimate of your income and expenditure over the last 13 weeks. If you are a partner in the business provide the partnership agreement. If you pay into a Private Pension Scheme please send evidence of the payments you make. We may ask you to complete a further form.**

# **D**Earnings

If you are claiming Second Adult Rebate see page 3 for an explanation of Second Adult Rebate.

## You

Are you a Director/Secretary of any company? Yes  No

Are you in paid employment? Yes  No

If NO, go to section **E** If YES, please give details below

Employer's name and address

What is your employee/payroll number?

What is your job title?

Date you started this job

Is your job seasonal or temporary? Yes  No

If YES, when will it end?

How many hours each week do you work?

How much are you paid after deductions?

How often are you paid? (e.g. weekly, 4-weekly, monthly)

How are you paid? (e.g. cash, cheque, direct into bank)

Do you regularly work overtime? Yes  No

Do you receive bonus, tips or commission? Yes  No

If YES, please state how much each week £

Expected date of next pay rise?

Do you pay into a Pension Scheme? Yes  No

If YES is it Company  Private

Do you have more than one job? Yes  No

If YES, please give details here of the employer, the hours you work and how much you earn.

  
  

## Your partner

Are you a Director/Secretary of any company? Yes  No

Are you in paid employment? Yes  No

If NO, go to section **E** If YES, please give details below

Employer's name and address

What is your employee/payroll number?

What is your job title?

Date you started this job

Is your job seasonal or temporary? Yes  No

If YES, when will it end?

How many hours each week do you work?

How much are you paid after deductions?

How often are you paid? (e.g. weekly, 4-weekly, monthly)

How are you paid? (e.g. cash, cheque, direct into bank)

Do you regularly work overtime? Yes  No

Do you receive bonus, tips or commission? Yes  No

If YES, please state how much each week £

Expected date of next pay rise?

Do you pay into a Pension Scheme? Yes  No

If YES is it Company  Private

Do you have more than one job? Yes  No

If YES, please give details here of the employer, the hours you work and how much you earn.

  
  

For each job that you and your partner have you must send ORIGINAL proof. Please supply your last five payslips if you are paid weekly, your last three payslips if paid fortnightly, your last two payslips if paid monthly or four-weekly. PLEASE REMEMBER – YOU MUST SEND PROOF TO AVOID DELAYS IN ASSESSING YOUR CLAIM. WE CANNOT ACCEPT YOUR OWN PHOTOCOPIES.



# Other income

Please answer ALL the questions in this section. If you do not receive a named pension, benefit or allowance, please write "NONE" in the box next to it.

Where you do receive them, please write the amount you get before any deductions, and say whether it is paid to you weekly, fortnightly, four-weekly or monthly. (You do not need to declare any payments from The Eileen Trust, Independent Living Fund or the MacFarlane Trust.)

	You		Your partner	
	How much do you get	How often is it paid?	How much do you get	How often is it paid?
<b>Pensions</b>				
State Retirement Pension	£		£	
Private/Former Employer Pensions (after tax)	£		£	
Widow's Allowance	£		£	
Widowed Mother's Allowance or Widow's Pension	£		£	
War Widow's or War Dependant's Pension	£		£	
War Disablement Pension (please send us your award letter)	£		£	
Armed Forces Compensation Scheme	£		£	
Pension Credit (Guarantee Credit)	£		£	
Pension Credit (Savings Credit)	£		£	

<b>Benefits and allowances</b>				
Income Support	£		£	
Jobseeker's Allowance (income based)	£		£	
Jobseeker's Allowance (contribution based)	£		£	
Employment & Support Allowance (income related)	£		£	
Employment & Support Allowance (contributory)	£		£	
Child Benefit	£		£	
Working Tax Credit	£		£	
Child Tax Credit	£		£	
Short-term Incapacity Benefit	£		£	
Long-term Incapacity Benefit	£		£	
Attendance Allowance (for people over 65)	£		£	
Disability Living Allowance: Mobility Component or Care Component	£		£	

Are you or your partner caring for anyone who gets Attendance Allowance or the Care element of Disability Living Allowance

Yes  No

Yes  No

Carer's Allowance (Please send us your award letter)	£		£	
Severe Disablement Allowance	£		£	
Industrial Injuries Benefits	£		£	



# Other income (Continued)

	You		Your partner	
	How much do you get	How often is it paid?	How much do you get	How often is it paid?
Maternity Allowance	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Fostering Allowance	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Guardian's Allowance	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>

### Other Income?

Statutory Sick Pay (paid by employer)	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Statutory Maternity Pay (paid by employer)	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Youth Training Scheme payment or Training Credits	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Maintenance you receive	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Payments from boarders	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Weekly amount from letting or sub-letting part of a property	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Life Insurance Annuities	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Payments from a charity, or other voluntary payments	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>

### Any other income (please give details)

£

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Have you or your partner recently applied for any benefit(s) or income but have not yet received payment?

Yes  No

Please tell us which benefit(s) or income

What date did you claim it?

**Please supply ORIGINAL proof of all income received by you and your partner. You can provide the latest award letter OR a bank statement which shows the payment made to you. Do not send payment books.**

**PLEASE REMEMBER – YOU MUST SEND PROOF TO AVOID DELAYS IN ASSESSING YOUR CLAIM. WE CANNOT ACCEPT PHOTOCOPIES.**



# Cash, savings and investments

You need to tell us about all your bank accounts, building society accounts and Post Office accounts (even if they are overdrawn), and all other cash and investments. You must send current statements showing all transactions for the last two months. Please note that mini statements will not be accepted.

Do you or your partner have any bank or building society accounts or other savings or capital either in this country or abroad? Yes  No

Type of Capital	Name of Bank/Building Society and Type of account (e.g.current, savings)	Amount held	In the name of
Bank account (1)	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/> Partner <input type="checkbox"/> Joint <input type="checkbox"/>
Account number	<input type="text"/>		
Bank Account (2)	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/> Partner <input type="checkbox"/> Joint <input type="checkbox"/>
Account number	<input type="text"/>		
Bank Account (3)	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/> Partner <input type="checkbox"/> Joint <input type="checkbox"/>
Account number	<input type="text"/>		
Building Soc.acc (1)	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/> Partner <input type="checkbox"/> Joint <input type="checkbox"/>
Account number	<input type="text"/>		
Building Soc.acc (2)	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/> Partner <input type="checkbox"/> Joint <input type="checkbox"/>
Account number	<input type="text"/>		
Post Office acc		£ <input type="text"/>	You <input type="checkbox"/> Partner <input type="checkbox"/> Joint <input type="checkbox"/>
Cash savings		£ <input type="text"/>	You <input type="checkbox"/> Partner <input type="checkbox"/> Joint <input type="checkbox"/>

Type of Capital	Details:- e.g. Share names, Certificate Nos, Issue Nos etc.	Amount held	In the name of
National Savings Bonds	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/> Partner <input type="checkbox"/> Joint <input type="checkbox"/>
National Savings Certificates	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/> Partner <input type="checkbox"/> Joint <input type="checkbox"/>
Income Bonds	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/> Partner <input type="checkbox"/> Joint <input type="checkbox"/>
Shares or Unit Trusts	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/> Partner <input type="checkbox"/> Joint <input type="checkbox"/>
Stocks, Sharesave, SAYE etc.	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/> Partner <input type="checkbox"/> Joint <input type="checkbox"/>

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 Yes  No

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

This includes jointly owned properties.

If YES what is the address?

How much is it worth? £

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



# Cash, savings and investments (continued)

Are you, your partner, or any of your children a beneficiary of a Will which has not yet been settled?

If YES, please give details, and let us see the Will

Yes  No

Do you or your partner have any other savings or investments or money owing to you which you have not included in the lists above (such as PEPs, ISAs, personal loans)

Yes  No

If YES, please give details

Do you or your partner or any of your children have any money or property held in a trust fund?

Yes  No

If YES, please give details and let us see the documents

## Checklist

Have you answered every question?

Have you enclosed the following **ORIGINAL** documents for you and your partner?

**Proof of earnings** - for each of you. Payslips **MUST** be consecutive.

Yes  No  To follow

*(Five weekly payslips, or three fortnightly, or two monthly OR a detailed letter from your employer OR a Certificate of Earnings)*

**Proof of Self-Employed earnings** - for each of you

Yes  No  To follow

*(Most recent accounts, bank statements OR a Proforma for Self-Employed Earners - ask us for this if you need one)*

**Proof of Benefits, Pensions or Allowances** - for each of you

Yes  No  To follow

*(Current award letters from DWP or other pension provider)*

**Proof of any other income** - including student grants/loans

Yes  No  To follow

**Proof of savings and investments** - for each of you

Yes  No  To follow

*(Bank, building society and Post Office account statements/pass-books for the last two months; for all other investments and capital, please provide certificates or other documentation)*

**Please read the information on page 13,  
then read and sign the declaration on page 14.**

**If you do not have all the proof to hand DO NOT DELAY in sending or bringing this form to our office as you could lose benefit. You can bring missing documents in later.**

**But your benefit will not be assessed until we receive them.**

**WE CANNOT ACCEPT PHOTOCOPIES BUT PLEASE DO NOT SEND VALUABLE DOCUMENTS THROUGH THE POST. OUR OPENING TIMES AND ADDRESS ARE ON THE FRONT OF THIS FORM.**

# Further information

Please use this section if you need more space to answer any questions or to tell us anything else you think we may need to know.

## HOW WE COLLECT AND USE INFORMATION



The Council collects information for Housing Benefit, Local Housing Allowance and Council Tax Benefit purposes but it may be used for any of the Council's purposes. We may check information that you provide, or that a third party provides about you, with other information we hold. We may also get information about you from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime or to protect public funds in other ways as permitted by law. These third parties include Government departments and local authorities including Surrey County Council. We will not disclose information about you to anyone outside the Council unless the law permits/allows. The Council is registered under the Data Protection Act 1998 for these purposes and is the Data Controller. If you want to know more about the information we have about you, or the way we use this information, please write to the Council's Data Protection Officer or see [www.runnymede.gov.uk/datamatching](http://www.runnymede.gov.uk/datamatching).

# Changes you must tell us about

**We will assess your claim using the information you have given to us. You MUST tell us straight away if there are any changes to your circumstances. Here are some examples of changes you must report.**

- you stop receiving Income Support or Job Seekers Allowance
- your Working Tax Credit or Child Tax Credit changes
- you move (even if you only move to a different room or flat within the same property)
- a child leaves school or leaves home
- you have a baby
- your child starts to be cared for, or stops being cared for, by a registered childminder or nursery or playgroup
- someone moves into or out of your home (including boarders and sub-tenants)
- your income or the income of anyone living with you goes up or down
- you or anyone living with you becomes a student or takes up a Government Training Scheme
- you or anyone living with you goes into hospital or a nursing home or into prison (even if this is on remand)
- you or anyone living with you gets a job or changes their job or becomes unemployed
- you or anyone living with you takes a second job
- you return to work after a period of illness where you have been receiving benefit
- you or anyone living with you has a change in capital or savings (this does not apply to people receiving Income Support, Job Seekers Allowance (Income Based) or Pension Credit Guarantee - you should notify the DWP)
- your rent changes
- you and/or your partner will be away from home for 2 weeks or more; where possible, tell us about this BEFORE you go
- you receive a decision from the Home Office
- someone starts to receive Carer's Allowance for looking after you
- if you change the bank account that we are paying your Housing Benefit/Local Housing Allowance into.
- **ANYTHING AT ALL** which is different from what you have told us on this claim form.

**You must tell us about these changes in writing - a phone call is not enough. Do not rely on anyone else to give us the information or pass on a message, especially not the Job Centre, Pensions Service or HM Revenues and Customs.**

**If you don't tell us about the changes you may lose money you are entitled to or we may pay you too much benefit which we can ask you to repay.**

**If you're not sure about whether or not you need to tell us about a change, ring us on 01932 425388 to check or write to us with the details.**

## **FURTHER INFORMATION**

**Please use the space on page 19 to tell us about anything else you think we need to know to help us to deal with your claim.**

# Declaration

Please read this Declaration very carefully before you sign and date it. If you have a partner, he or she must sign it as well. If you do not sign it we will have to send the form back to you and this will delay your claim. Where the declaration says "I" or "me" or "my" this refers to both you and your partner

The Council can prosecute you if you give false information or if you provide false or altered documents with your claim or if you withhold information (including a change in your circumstances).

- This is my claim for Housing Benefit or Local Housing Allowance and/or Council Tax Benefit.
- I will tell you if any of the details on any letter you send me are incorrect.
- The information I have given is true and complete.
- You can check any information on this form. This includes sending a Certificate of Earnings to my employer if necessary.
- I am not claiming Housing Benefit or Local Housing Allowance or Council Tax Benefit for any other address.
- I understand that you may contact Government departments (for example the Department for Work and Pensions or the Home Office) or other local authority offices to check the information I have given on the form and to get other information.
- I understand that if I do not provide a National Insurance Number my claim will not be dealt with.
- I will write to you straight away if there are any changes in my circumstances so that you can work out my benefit again. If I do not and I get too much benefit or discount, I understand that the Council can ask me to pay it back and may prosecute me.

Signature of person claiming	<input type="text"/>	Date	<input type="text"/>
Partner's signature	<input type="text"/>	Date	<input type="text"/>

### Form filled in by someone other than the person claiming

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

<input type="text"/>			
Name of the person who filled in the form	<input type="text"/>		
Signature of person	<input type="text"/>	Date	<input type="text"/>
Relationship to the person claiming	<input type="text"/>		

I confirm that this form and declaration has been read back to me, and I confirm that all the details are correct.

Signature of person claiming	<input type="text"/>
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**PLEASE RETURN THIS FORM TO THE ADDRESS GIVEN ON THE FRONT PAGE.**

# Employer's Certificate of earnings

**Runnymede Borough Council**  
**Runnymede Civic Centre**  
**Station Road**  
**Addlestone, KT15 2AH**

*Private and confidential*

## Note to employer

Please fill in this certificate and return it to the above address. Thank you for your help.

Employee's name and address

Reference number:

National Insurance number:

Works number:

Job title:

How often are they paid? Every week  Every four weeks  Every calendar month

Is the employee contracted out of the national insurance scheme? Yes  No

Date their employment started  average hours worked each week

Date of last pay rise  date of next pay rise

If they are paid every week, please give details of the last five weeks pay. If they are paid every four weeks or every calendar month, please give details of their last two months pay

Week or month ending	Gross pay	Tax	National insurance	Works pension	Net pay
<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"/>
<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"/>
<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"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

Average gross weekly or monthly overtime if this is not included above

Is Statutory Sick Pay included in any of these payments? Yes  No

Average gross weekly or monthly bonus if this is not included above

Employer's signature:  Name and position in firm:

Name and business address of employer:

Official business stamp

Date



## Department of Work and Pensions

Pension Service 0845 606 0265

Income Support/ Jobseekers Allowance  
01323 413115

Incapacity Benefit 01424 452000

### Citizens Advice Bureau

Civic Offices, Station Road,  
Addlestone, Surrey KT15 2AH  
Tel: 01932 842666

### Age Concern

The Orchard, Staines Lane,  
Chertsey, Surrey KT16 8PS  
Tel: 01932 566040

### Manor Farm Day Centre

Manor Farm Lane, Egham,  
Surrey TW20 9HR  
Tel: 01784 435278

(Benefits Clinics every Thursday  
from 11am to 12noon)

### Woodham and New Haw Day Centre

Amis Avenue, New Haw,  
Surrey KT15 3ET  
Tel: 01932 355707

(Benefits Clinic alternate  
Wednesdays from 1pm to 2pm)

### Orchard Day Centre

Staines Lane, Chertsey,  
Surrey KT16 8PS  
Tel: (01932) 565189

(Benefits clinics alternate Wednesdays  
from 11am to 12noon)

### Safer Runnymede

Civic Offices, Station Road,  
Addlestone, Surrey TK15 2AH  
Emergency Out of Hours Tel: 01932 425060

## Council Services

### Benefits Advisers

01932 425388

### Benefit Fraud Hotline

01932 830821

### Council Tax Service

01932 425413

### Council Rents

01932 425821

### Community Alarms

01932 425864

### Housing Maintenance

01932 425851

### Homelessness Officer

01932 425836

### Right to Buy Officer

01932 425830