

For our use only:

Date of issue:

CTS Ref:

Short Claim for Council Tax Support



The addresses to hand in or post your claim form are:

By hand to Merton Benefits Service, Civic Centre, London Road, Morden, SM4 5DX, or By post to Merton Benefits Service, PO Box 610, Morden, SM4 5ZT.

Part 1 About you

About your partner

Last name

Last name

First names

First names

Title

Title

Date of birth

/ /

Date of birth

/ /

National Insurance Number

National Insurance Number

Your address

Your postcode

Part 2 Changes of circumstances

Please tell us about any changes of circumstances that you have had since you claimed Housing Benefit via the DWP or The Pension Service.

Details of changes that have occurred since I claimed Housing Benefit and another national state benefit. If you have not had any changes, please write "none" in this box.

Please tell us the date(s) of change(s) of circumstances.

Part 3 Backdating

We normally award Council Tax Support from the Monday following the date we receive your claim. However, this can be an earlier date if you are awarded Income Support, income based Jobseeker's Allowance, income related Employment and Support Allowance or Pension Credit from an earlier date. Sometimes we can pay Council Tax Support from an earlier date, if you had good cause for not claiming earlier. We cannot consider a period earlier than six months for working age people. People who are State Pension Credit age automatically get three months.

Tell us the period you want us to consider backdating for.

From

/ /

To

/ /

Tell us below the reason(s) why you did not claim earlier.

We will need to see proof of income, capital and savings for the earlier period, even if we award backdating.

Part 4 Data Protection

Your personal information will be held and used in accordance with the requirements of the Data Protection Act 1998. We have a duty to protect the public funds we administer and may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, go to www.merton.gov.uk/nfi-fdp or contact the Data Protection Officer, by email: data.protection@merton.gov.uk or by phone 020 8545 4182. Further information is available from www.ico.gov.uk

Part 5 Declaration. Even if someone else has filled in this form for you, you must sign this declaration. If you have a partner, they should sign this declaration as well. Please read this declaration carefully before you sign and date it. I understand the following:

- All the information given in this form is correct and complete.
- 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 Council Tax Support. You may check some of the information with other sources within the council, the Valuation Office Agency, Experian or Equifax (Credit Reference Agencies), other councils and third parties as allowed by the law.

• You may use any information I have provided in connection with this and any other claim for state benefits, allowances or tax credits that I have made or may make. You may give some information to other government organisations, other council departments and private-sector companies such as banks and organisations that lend me money, if the law allows this.

I know I must let Merton Benefits Service know promptly in writing, about any change in my circumstances which might affect my claim. I declare the information I have given on this form is correct and complete.

Your signature

Your partner's signature

Date

/ /

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Dear sir or madam,

Shortened Claim for Council Tax Support

I am writing to you because we have either received a claim for Housing Benefit or been told that you wish to claim Council Tax Support when you claimed any of the following benefits:

- Income Support from The Department for Work and Pensions
- Jobseeker's Allowance of Employment and Support Allowance from The Jobcentre Plus
- Pension Credit from The Pensions Disability and Carers Service

A claim for Housing Benefit or a phone request for Council Tax Support to any of the above Government departments cannot be treated as a claim for Council Tax Support on it's own. This is because Council Tax Support is not a national benefit it is local. However, we can use all or some of the information you gave to them, which has been forwarded to us since.

In order you to make a claim for Council Tax Support that we can accept we need you to complete the shortened claim for Council Tax Support on the next page, sign the declaration and return it to us within one calendar month of the date at the top of this letter.

If you do not sign the declaration and return it to us within one calendar month, you will not have made a complete claim for Council Tax Support. Your claim will be treated as defective. Please let us know if you need a little more time and why.

You would then have to reapply if you still wished to claim. This does not affect any phone claim you made for Housing Benefit, which is a national benefit. We will, in due course, make a separate decision regarding your Housing Benefit.

You are liable for the full Council Tax with any appropriate discounts or exemptions, but without and Council Tax Support whilst you have no claim or it remains undecided.

If you are not awarded Income Support, income based Jobseeker's Allowance (JSA) or income related Employment and Support and Allowance (ESA) or Pension Credit, we will need more information to determine your total income, capital and savings. This may require you to complete a full Council Tax Support claim form. This will be the case if you are awarded contribution based JSA or ESA. If this applies to you, please tell us immediately.

Yours sincerely

Merton Benefits Service