

Housing Benefit and Council Tax Support Declaration of Income



This form is for claimants who have claimed Housing Benefit and Council Tax Support, and do not have any income.

Information about you

Name _____

Address _____

Claim reference _____

Period of Declaration of Income

Start date _____

End date _____

How long have you had no income for?

Start date _____

Previous work history

1) When was the last date you were employed? _____

2) When was the last date you received an income or payment from an employer?

3) Have you done any work since the date provided in question 1? Yes No

4) If yes, have you:

a. not been paid but are expecting payment? Yes No

If yes, please give the date and amount due to you:

b. worked for expenses only? Yes No

If yes, tell us what you did, who it was for and how much you received:

c. worked in exchange for goods and services or a rent free period for your landlord?

Yes No

If yes, please tell us what you did and what you received

5) Do you have a return to work date? Yes No

If yes, when? _____

6) Were you self-employed? Yes No

Support from friends or relatives

1) How are you supporting yourself?

For example, how have you paid for food this week, what are you going to do next week?

2) Have you received financial support from anywhere else? Yes No

3) If so, who from? _____

4) How much? _____

5) How often? _____

6) Do you have to repay this money? Yes No

Evidence needed: Please provide a letter from the people supporting you to confirm the above information. This must include the names and addresses of the people providing the support.

Department of Work and Pensions (DWP) benefits claim history

Evidence needed: Please provide evidence of any recent DWP benefit claim, including any decision letters for when your recent claim ended or was refused.

1) Were you previously receiving Jobseekers Allowance, Income Support, Employment Support Allowance, Universal Credit, Pension Credit or any other state benefit?

Yes No

If yes, which one: _____

2) When did your claim stop? _____

3) Why did your claim stop? _____

4) Have you made an unsuccessful claim for Jobseekers Allowance, Income Support, Employment and Support Allowance, Universal Credit or Pension Credit, or any other state benefit?

Yes No

If yes, which one: _____

5) If you have claimed and your claim was refused, please state the reasons why?

6) Are you taking any steps to reinstate your claim? Yes No

7) Are you claiming any benefits elsewhere? Yes No

If yes where do you claim?

8) Do you have any earnings, savings or any other income that prevents you from claiming?

Yes No

9) If you haven't claimed Jobseekers Allowance, Income Support, Employment and Support Allowance or Pension Credit, why are you claiming Housing Benefit? (Housing Benefit can only cover your rent, it won't provide money for other living expenses such as food, etc.)

Other income and information

1) Did you receive a Private Pension? Yes No

If yes, how much? _____

When did you stop receiving this? _____

2) Were you a student? Yes No

3) Have you used any savings to support yourself for this period? Yes No

Evidence needed: If yes, send us copies of your bank statements to show this.

Declaration

- I declare that the information I have given on this form is correct and complete as far as I know and believe.
- I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- I know that I must let you know in writing straight away about any change in my circumstances.

Signature _____

Print name _____

Date _____

What you need to show us

Please provide evidence of any support from friends, recent DWP benefit claims, and savings.
Please provide evidence covering the period of this declaration.

You can return a completed form and evidence by the following routes:

- For new Housing Benefit claimants by uploading evidence with your online form (you can also come back to do this after you have submitted your online form).
- You can take evidence to one of our offices and we can help you upload it to your claim.
- Send to us at benefits@royalgreenwich.gov.uk or Advice and Benefits Service, The Woolwich Centre, 35 Wellington Street, Woolwich, London, SE18 6HQ.

For any queries please email benefits@royalgreenwich.gov.uk or call 0208 921 4900.