

Only use this form if

- you have ended or are ending your claim for Housing Benefit, for at least one week, so you can claim under the Local Housing Allowance rules and;
- this new claim is from the same address as the claim you ended.

1 Your details

Your title (Mr, Mrs, Miss, Ms) and full name:

Your address (Give your flat number if you have one.)

Postcode: _____

Your date of birth: _____ Your National Insurance number: _____

Your Benefits number: _____

Your daytime phone number: _____

2 When you want to claim Housing Benefit from

Please tell us the date you want your Housing Benefit claim to start (this must be at least one week after the date you wanted your previous claim to end)?

/	/	
Day	Month	Year

3 Your household, income and capital

You must tell us of **any** changes in your circumstances since your last claim.

- 1** Is there any change to the people living with you? **Yes** **No**
For example, someone may have moved in or moved out.
- 2** Is there any change to your income or the income of anyone who lives with you? **Yes** **No**
For example, changes in earnings, benefits, tax credits, pensions, maintenance.
- 3** Is there any change to your savings and investments, or your partner's? **Yes** **No**
- 4** Has there been any change in the amount of rent you pay, or who you pay rent to? **Yes** **No**
- 5** If you have children, have they changed school? **Yes** **No**
- 6** Have there been **any** other changes which might affect your benefit? **Yes** **No**

If you have answered '**Yes**' to any of these questions, please give us the details below, **including the date the change happened**. You must also send evidence of changes to income, savings and rent. Please send **original** documents, not photocopies, as evidence. Please give the new school's name and address if a child has changed school and say which child.

4 Sharing information with your landlord or managing agent

Do you agree that we can share information about the progress of your claim with your landlord or managing agent?

No – If you decide later that you do agree, just tell us in writing.

Yes – Please sign below. This means we can tell your landlord or agent where your claim is up to. We can also tell them if we ask you to fill in a fresh claim form.

We will **not** give your landlord or agent any information about:

- your personal or household circumstances; or
- your financial circumstances.

I agree that the Benefits Service can share information about the progress of my claim with my landlord or managing agent.

Your Signature

5 How we will pay your Housing Benefit

Paying you

The Local Housing Allowance (LHA) rules (see **note 2**) mean we must normally pay your benefit to you, not your landlord. You must make arrangements to pay your rent to your landlord yourself. We make payments in arrears (in other words, at the end of the period they are for).

We will pay your benefit into **your bank or building society account**. This is the safest and easiest way to receive your benefit.

1 Please fill in your bank or building society details in the box below. We can't pay your benefit into a post office card account.

Your bank or building society details

Name of bank
Address of branch
Postcode
Name account is in (as on your statement)
Roll number (if a building society)
Account number
Branch sort code

2 How often would you like us to pay you?

Every four weeks Every two weeks

Please note:

We can't pay you if **you** owe your landlord at least eight weeks' rent. We must pay your landlord.

In some circumstances, we may decide to make the first cheque payable to your landlord. We will send it to you, to give to your landlord. After this we will pay you.

If you don't give us your bank details we will pay you by cheque sent to your address. You must then pay the cheque into a bank or building society account.

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Paying straight to your landlord instead

We can only pay your Housing Benefit straight to your landlord in the situations below and on page 4. If any of these apply, please tick the box and give any details we ask for. We can only pay benefit straight to landlords every four weeks, not every two weeks.

- You live in **board and lodging, hostel** or **supported** accommodation.
Tick if you want us to pay your landlord.
- You have **difficulty managing your finances** or you are **unlikely to pay your rent**.

If you will not be able to pay your rent to your landlord because you cannot manage your own money, we can decide to pay your landlord. We may do this if you have:

- a learning disability or a medical condition which affects how you manage your day-to-day affairs;
- an addiction to drugs, alcohol or gambling; or
- any other problems that affect your ability to deal with your finances.

Tick the box below and give the extra details to ask us to pay your landlord. Tell us why you cannot deal with your finances. We will not pay your benefit to your landlord if your only reason is that you have no bank account.

Tick if you want us to pay your landlord.

I have difficulty managing my finances. I will not be able to pay my rent to my landlord because:

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7 About your ethnic background

We are asking this question because we need to collect information to make sure that we treat all our customers equally. We will keep your details private. We will only use them to produce figures to check that the Benefits Service is working fairly.

Please tick one box to tell us your ethnic background.

Tick the ethnic group which you feel best describes you.

It does not mean your country of birth, or nationality.

I am:

Asian or Asian British

Asian British

Bangladeshi

Chinese

East-African Asian

Indian

Kashmiri

Pakistani

Vietnamese

Other Asian
(Please tell us your origin.)

White

White British

Irish

Other White
(Please tell us your origin.)

Black or Black British

Black British

Caribbean

Somali

African (other than Somali)

Other Black
(Please tell us your origin.)

Mixed

White and Black Caribbean

White and Black African

White and Asian

Other mixed origin
(Please tell us your origin.)

Other

Middle Eastern

Any other origin not listed here
(Please tell us your origin.)

8 If you have a support worker

If you have someone who helps you, for example a social worker, outreach worker or welfare rights worker, it may help us to deal with your form more quickly if we can share information with them. If you agree to this, please fill in their details and sign this part of the form.

I agree that the Benefits Service can share information about my claim with my support worker.

My support worker's name is

The organisation they work for is

The phone number is

Your signature

Date

9 Your declaration

Please read this declaration carefully before you sign and date it. You must sign it if you can, even if someone else has filled in the form for you. If you have a partner, they should sign this declaration as well.

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. You may make any enquiries needed to check the information I have given, including checking with other sources within the council, the Pension Service, Jobcentre Plus, HM Revenue and Customs, the Rent Service and other councils.
- You may use any information I have provided in connection with this and any other claim for social security benefits or tax credits that I have made or may make. You may give some information to other government organisations, if the law allows this. You may use my details within the council for the electoral roll, licensing private rented properties, collecting debts owed to the council, checking school attendance and to prevent and detect fraud and other crime.

I know I must let the Benefits Service know straightaway about any changes in my circumstances which might affect my claim, including a change of address. I have read **note 1** at the end of the form which explains this.

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

Your signature

Please ask your partner to sign the form.

Your partner's signature

Date

continued on the next page

9 Your declaration – continued

Forms filled in by someone other than the person claiming

Please tell us why you are filling in this form for the person claiming.

I have read all the information I have filled in on this form to the person claiming.

Signature of the person
who filled in the form

Name of the person
who filled in the form

Relationship to the
person claiming,

Date

for example, housing officer, son or landlord

Notes

1. Changes you must tell us about

Once you have sent the form back to us you **must** tell us if you leave your present address. You must tell us about any changes in your income, savings, and the income of anyone who lives with you, including changes in the **amount** of income (this includes if you come off Income Support, income-based Jobseeker's Allowance or Pension Credit, and it includes any change in a tax credit). You must tell us if anyone moves into or out of your home, about any changes in your rent or landlord and if your child or children change school. You must also tell us if you owe more than eight weeks' rent to your landlord. This is not a complete list – you must tell us about **any** change that could affect your benefit. Tell us straightaway, in writing. If you phone to tell us, we will ask you to write to us to confirm the change.

2. Local Housing Allowance (LHA)

This is a simpler way of working out and paying Housing Benefit for private tenants who make a new claim from 7 April 2008. It doesn't affect private tenants who live in caravans, hostels, board and lodging accommodation and some supported accommodation, or tenants of housing associations.

Under the LHA rules, we use a flat-rate amount, set each month by the independent Rent Service, to work out your Housing Benefit. This LHA rate depends on the number of bedrooms that the rules say you **need**. This may be different from the number of bedrooms you actually **have** in your home. The LHA rate is the most benefit you can receive. You may get less than this, depending on your income, savings and other circumstances. Under the LHA rules we normally have to pay benefit to you, not your landlord, and you must arrange to pay your rent to your landlord yourself. For more details see our leaflet 'Local Housing Allowance' (BS14) or our website at www.manchester.gov.uk/benefits/lha

Thank you for filling in this form – what to do next

Please send the form to us with the evidence we ask for. Send it to **The Revenues & Benefits Unit, PO Box 3, Manchester, M15 5BA**. This is our 'designated office' (our official address) for you to post claims or details of changes that may affect your benefit, to us. Our customer counter at Customer Services, Level 1, Town Hall Extension has a drop-off counter where you can hand in filled-in forms and get your evidence checked if you don't want to post it. You don't need an appointment to do this. The counter is open from 8 am to 5 pm, Monday to Friday.

You can also hand in forms and get evidence checked at our other reception points across the city – ask for our information sheet 'Contacting the Benefits Service' for your area. This has details of reception points and opening times. You can pick it up from our customer counter without an appointment, from a Manchester Housing Local Services office or by phoning us. The reception points are also listed on our website at www.manchester.gov.uk/benefits/contact

They are our 'designated offices' for handing in forms and calling in to report changes.

Our **phone number** is 0161 219 6100. The **textphone number** for callers with hearing difficulties who have textphones is 0161 953 8301. **E-mail:** benefit.enquiries@manchester.gov.uk **Fax:** 0161 455 1130