

Council Tax Reduction Claim Form For People Claiming Universal Credit

Housing Benefit Section, Ty Elwyn, Llanelli SA15 3AP | Tel no: 01554 742100 | benefitadmin@carmarthenshire.gov.uk
Please check the details below are correct and ensure you fill in any missing or incorrect information

Full Name (Mr/Mrs/Miss/Ms)

Address:

Post Code:

Date received:

Your Details:

Are you liable for Council Tax at this property? Yes No

Is this the address you would like to claim Council Tax Reduction for? Yes No

What date did you move to this property?

Date of Birth:..... National Insurance Number:

Email address:..... Tel No.:

Who else lives at the property?

Your Partner:
Full Name (Mr/Mrs/Miss/Ms) :
Date of Birth:..... National Insurance Number:

Are you responsible for any children at this address? Yes No

Child's Name	Child's Date of Birth	Do you get child benefit for this child? Yes/No
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

Any other adults in the property:

Name	Date of Birth	National Insurance Number	Income

You will need to provide proof of the income of any adult living at the property

Income:

Have you received an award of Universal Credit? Yes No

If yes, please send us your full recent Universal Credit award breakdown. You will need to access this via your online journal and send the details to benefitadmin@cartharhshire.gov.uk

Have you made an application for Universal Credit and are waiting to hear the outcome? Yes No

If yes, please confirm how you are meeting your daily living expenses and provide proof.

Below is a table of the information you will need to supply

What income you have	What you need to provide
No income	Tell us how you are meeting your daily living expenses
In employment	Payslips – Please send your last three payslips
Self employed	Most recent self-employed accounts

Capital:

Does the total amount in your household’s bank/savings account exceed £6,000? Yes No

If yes, send in proof of all your bank accounts covering the last two months.

Backdating:

Council Tax Reduction will normally start from the date we receive your application form. However, in some circumstances we may be able to consider backdating your claim to an earlier date but this can only be for a period of up to three months. If you would like your Council Tax Reduction to start from an earlier date please confirm the date you would like your claim to start from and give us the reasons why you did not make a claim at that time.

I would like to backdate my claim to

The reason/s why I did not claim earlier is because
.....
.....
.....

Declaration:

I declare to the best of my knowledge the information given on this form is true and complete. I understand that if the information I have given is incorrect or incomplete, I will be liable for any repayment of Council Tax Reduction that was overpaid and that you may take action against me. This may include court action. I know that I must notify the Housing Benefit Section promptly, in writing, of any changes in my circumstance that may affect my entitlement to Council Tax Reduction.

Signature: Date:

I would like to receive all correspondence in: Cymraeg English

Carmarthenshire County Council collects personal data about you using this form so that we can deal with your application for Council Tax Reduction. To find out more about how we use your information, visit our website - www.carmarthenshire.gov.wales