

Housing and Council Tax Benefit Information Required for a Claim



When making a claim for housing and council tax benefit, you must provide details to support your application and, if applicable, your partner's too.

We will need to see the following:

- **Evidence of Income**
- **Identification**
- **National Insurance Number**
- **Proof of rent**
- **Proof of Child Care Costs**
- **Further information**

Evidence of income

Earned income

We will need your most recent consecutive payslips (five if paid weekly, three if paid fortnightly or two if paid monthly) or a [certificate of earned income](#). This form must be completed by your employer.

Other income

We will require an official letter confirming the date that payment commenced, how much you receive and the frequency you are paid.

Self employment

If you are **self-employed**, you will need to attend our offices for a self-employed interview. We will need to see your audited accounts to show your income and expenditure. If you do not have audited accounts then you will need to provide receipts and invoices for all transactions connected with income and expenditure. You will also need to complete a [self employed form](#). Please also see our advice leaflet in the Downloads section for the kind of expenses that we can allow.

State benefits

If you are in receipt of any benefits, we will need to see a notification letter of your entitlement.

Identification

You and, if applicable, your partner will have to confirm your identity. One of the documents listed here will be enough to satisfy this requirement. However, we may ask you to provide further evidence of your identification.

National Insurance Number

This number is issued to you by the [Department for Work and Pensions](#). Please contact us if you can't find any information to confirm your, or your partner's, National Insurance number.

You can usually find this number in documents such as:

- Benefit award letter
- National Insurance card
- Pension books
- P45 (given to you when you leave a job)
- P60 (annual tax statement)
- Wage slip

Proof of rent

If you are applying for housing benefit, you will need to provide proof of your rent and tenancy by providing one of the following:

- Current rent book
- Letter from your landlord/agent
- Tenancy agreement

Alternatively, you can ask your landlord to complete a Bracknell Forest Council [rent proof form](#).

The document must contain the following information:

- Name and address of your landlord
- The date that your tenancy began
- How much your rent is
- How often you must pay your rent either weekly, monthly or 4 weekly
- Name and address of the owner of the property

Proof of Child Care Costs

If you pay rent to a registered child care provider you will need to provide your invoices or receipts given by the provider. Alternatively you can have the ['Certificate of Payments to a Childcare Provider' form](#) completed.

Further information

Depending on your individual circumstances, there may be other information that you could be asked to provide. The Benefit Service can advise you further on exactly what information will be required.

Please note that we can only accept original documents. Photocopies cannot be accepted unless this has been agreed by an authorised benefit officer. Your documents will be returned to you once they have been verified.

Return of your Valuable Items

As we always ask to see the *original* items to help support your claim for Housing and Council Tax Benefit, we have devised a list of items that we consider to be valuable as we will ensure that the safe receipt and dispatch of items of value provided by Benefit Applicants in support of their claims.

Any Valuable item you send to us will be returned straight away by recorded First Class delivery.

Items that we deem as valuable are listed below:

- Birth Certificate
- Driving Licence
- Marriage Certificate
- Adoption Certificate
- Marriage Certificate
- Passbook
- Passport
- Premium Bonds
- Stock Certificates
- Cheques
- Any other material that has cash value

All items of value are recorded with the department and before dispatch a Senior Officer or above will initial to confirm the details entered.

If you require further information, please contact the Benefits Service on 01344 352010 or by email benefits@bracknell-forest.gov.uk