

## Request for Backdated Benefit



### Why Backdating?

Housing Benefit and Council Tax Reduction is normally awarded from the Monday after the day you make a claim. This form should be completed if you want to ask us for your entitlement to Housing Benefit and/or Council Tax Reduction to be paid from a date before you made your claim. We can only backdate your benefit where you have shown good reasons for not claiming at the proper time. You must also be able to demonstrate that the reasons for not making your application at the correct time, applied throughout the whole of the period that you are requesting backdated benefit.

### What is good reason?

Some examples are:

- Death of a close relative
- Being in hospital or seriously ill
- Being wrongly advised by a person who should have known better
- Language difficulties

You will need to provide evidence to support your application for backdated benefit, however If you have any problems providing this, and would like the Benefit Service to contact someone on your behalf e.g. doctor, social worker etc, please confirm in writing providing the full name and address of the relevant person and what information they can provide.

**Please fully complete Parts A, B & C below**

### PART A

Name	
Address	
Telephone No.	
Email address	
Reference No.	

### PART B

Period you are requesting benefit to be backdated?	<b>From:</b>  <b>To:</b>
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<p>What was your income for this period?</p>	
<p>Why were you unable to make your application at the appropriate time? Please give as much information as possible and continue on a separate sheet if necessary</p>	
<p>Did you make any enquiries regarding your claim, and when?</p>	
<p>Did you have any health problems that may have had relevance?</p>	
<p>Please provide details of any advice that you sought e.g. Citizens Advice Bureau</p>	

**PART C**

<p><b>Declaration</b> I declare that the above information is correct as far as I know</p>	
<p><b>Signature</b></p>	
<p><b>Date</b></p>	

**Please return the completed form to:  
The Benefits Service, Bracknell Forest Council, Time Square, Market Street,  
Bracknell, Berks RG12 1JD**