

FOR OFFICE USE ONLY	
Date of first contact	
Date of issue	
Applicant's name	
Issuing officer's signature	
Claim reference number	

Please return this form to:

Benefits Team
PO Box 4
Lancaster
LA1 1QR

**COUNCIL TAX BENEFIT
FORM FOR CLAIMING SECOND ADULT REBATE**

Any delay in returning this form could mean you lose benefit

A. Filling in the form

Please read the notes on the reverse before completing this form

You must answer every question on the form in **black ink** or the correct box. If you have any questions about this form, or any difficulties in completing it, you can telephone us or call into the Customer Services Centre at either Lancaster or Morecambe Town Halls. Our opening hours are 9.00 am to 5.00 pm Monday to Friday.

If you are housebound and no-one can help you fill in this form we can arrange for a member of staff to visit you.

B. Questions about you

1 Title Mr Mrs Miss Ms

2 First names

3 Surname

4 Address

Postcode

5 National Insurance number

6 Daytime telephone number

7 Have you come to live in the United Kingdom in the last 5 years?
No Yes

8 What is your nationality?

9 Are you a full time student? No Yes We may need to contact you further

You must provide at least 2 documents to prove identity & National Insurance number, for example payslip, birth certificate, National Insurance card, passport, driving licence or recent gas/electricity bill.



C. Questions about other people who live with you

Please tell us about any adults who live with you. You should not include anyone under the age of 18 but must inform us straight away if anybody who lives with you becomes 18. You must include joint owners and joint tenants in this part. A joint tenant is someone who is named on your tenancy agreement.

If there are more than 2 adults who live with you, continue on a separate piece of paper and attach it to this form. Please remember to put your name and address on the sheet.

	ADULT 1	ADULT 2
First name(s)		
Surname		
Date of birth	/ /	/ /
Relationship to you		
Are they a joint owner/tenant?	NO / YES (delete as appropriate)	NO / YES (delete as appropriate)
Do they work?	NO / YES (delete as appropriate)	NO / YES (delete as appropriate)
If yes, what is their gross wage?		
How often do they get paid? For example, weekly, every 4 weeks, calendar monthly		
Do they receive any benefits/pensions/credits?	NO / YES (delete as appropriate)	NO / YES (delete as appropriate)
If yes, name of the benefit/pension/credit		
How much do they receive?		
How often? For example, fortnightly, every 4 weeks		
Do they receive interest or income from savings or shares?	NO / YES (delete as appropriate)	NO / YES (delete as appropriate)
If yes, how much each year?		
Do they receive any other income?	NO / YES (delete as appropriate)	NO / YES (delete as appropriate)
If yes, please give full details on a separate piece of paper, attach it to this form and send in proof.		

PROOF THAT WE NEED

- If any of these people are working, you must provide their last 5 pay slips if paid weekly, 3 pay slips if paid fortnightly or 2 pay slips if paid monthly.
- If any of these people are in receipt of benefits, pensions or credits, proof must be provided. For example, a letter from the Pension Service, a Tax Credit award letter, a letter from Jobcentre Plus.
- If any of these people receive interest or income from savings or shares, proof must be provided. For example, a building society book, bank statements, share dividend certificates.

Do you receive rent from any of these people?	No <input type="checkbox"/> Yes <input type="checkbox"/>	If yes, state the name of the person(s)	<input type="text"/>
Is anyone who lives with you a full time student/student nurse, care worker, apprentice or on youth training?	No <input type="checkbox"/> Yes <input type="checkbox"/>	If yes, state the name of the person(s)	<input type="text"/>
Is anyone who lives with you severely mentally impaired?	No <input type="checkbox"/> Yes <input type="checkbox"/>	If yes, state the name of the person(s)	<input type="text"/>
Is anyone who lives with you in prison?	No <input type="checkbox"/> Yes <input type="checkbox"/>	If yes, state the name of the person	<input type="text"/>
When did they go into prison?	<input type="text"/> / <input type="text"/> / <input type="text"/>	When are they due to come out of prison?	<input type="text"/> / <input type="text"/> / <input type="text"/>

D. Declaration

- This is my claim for Second Adult Rebate.
- You will use the information I have provided to process my claim for Second Adult Rebate.
- I give you permission to check the information I have provided.
- You may check the information with other organisations or people, as allowed by law.

I know that I must let the Council know about any changes in my circumstances, and the circumstances of anyone who lives with me, which might affect my claim. I know that it is a criminal offence not to do so.

I know that I must write to you within one calendar month of any change.

I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

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

Your signature

Date

 / /

Lancaster City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

If this form has been filled in by someone other than the person claiming

Please tell us your relationship to the person claiming and the reasons why you are filling in this form.

Name of the person who filled in the form

Telephone number

Signature of the person who filled in the form

Date

 / /

E. Notes

What is Second Adult Rebate?

Second Adult Rebate is a welfare benefit paid by the Council. It is designed to help people who are liable to pay Council Tax and who share their home with another person or persons on a low income. It can reduce a Council Tax bill by up to 25% and is designed to make up for the loss of a Council Tax single person discount caused by the presence of 'second adults' in the home.

Who can claim?

- People who are liable to pay the Council Tax **and**
- Who would not normally qualify for Council Tax Benefit because their income or capital is too high **and**
- Who share their home with a person or persons who have a low income.

Also, full-time students who share their home with another person or persons who are receiving Income Support, Jobseekers Allowance (income based) or Pension Credit can claim.

It is the person who is liable to pay the Council Tax that must claim the Second Adult Rebate

Who cannot claim?

You cannot claim this benefit if the other person that you share your home with is:

- Your spouse or partner unless they are a 'disregarded' person for Council Tax purposes. Disregarded people include full-time students, people who are severely mentally impaired, apprentices and prisoners.
- Under 18 years of age
- Paying you rent, or if anyone else in your home pays you rent
- A joint owner or joint tenant of the property.

What is the difference between Council Tax Benefit and Second Adult Rebate?

Council Tax Benefit is calculated using the income and personal circumstances of the person (and any partner) liable to pay the Council Tax. Second Adult Rebate is claimed by the person who is liable to pay the Council Tax but is calculated using the income of anyone else that lives with them (but see section "Who cannot claim").

Both benefits can be claimed but only one can be awarded. This form is to claim Second Adult Rebate only. If you want the Council to calculate Council Tax Benefit and Second Adult Rebate, you should complete form HB4 and you will be awarded the higher of the two benefits.

How is Second Adult Rebate calculated?

The benefit is calculated using the gross weekly income of the other adult or adults who are living with you. You must provide details of all the income received by the other adult(s). You are not required to state details of your own personal circumstances and income.

How much benefit will you get?

The amount depends on the gross weekly income of the other adult(s). The maximum Second Adult Rebate you can get is normally 25% of the full Council Tax bill before any discounts are taken off.

Students who can claim Second Adult Rebate (see section "Who can claim?") may get up to 100% of the full Council Tax bill paid.

How is the benefit paid?

If you are awarded this benefit, normally the amount you are entitled to will be deducted from your Council Tax bill.

Reporting changes of circumstance

As the applicant, you are responsible for informing the Benefits Team immediately if there is a change in your circumstances or the circumstances of anyone who lives with you which may affect your entitlement. For example:

- Any changes in a 'second adults' income
- If a 'second adult' starts or finishes employment
- If an adult joins or leaves your household
- If a child becomes 18.