What is a Second Adult Rebate?
Help to pay the Council Tax if you share your home with one or more adults who are on a low income. The person(s) you share your home with cannot be your partner*. A partner means someone you are married to or have a civil partnership with, or a person you live with as if you were their husband, wife or civil partner. (A civil partnership is a formal arrangement that gives same-sex partners the same legal status as a married couple).

*You may qualify for a second adult rebate if you live with a partner as well as another adult but where you or your partner are disregarded for Council Tax purposes. Examples of who may be disregarded are given in the guidance notes.

Would I qualify?
Is the person you share your home with:
- Aged 18 years or over?
- Not paying you rent (ie not a sub-tenant, boarder)?
- Not paying Council Tax themselves?
- On a low income?

If you have answered yes to all of the above you should complete an application form.

How much will I get?
The amount of reduction depends on the income of the other adult(s) resident with you in your home. The table below shows the percentage reduction of Council Tax in relation to the second adult’s income, the income figures shown are for the financial year 2017/18:

<table>
<thead>
<tr>
<th>Income level of the second adult</th>
<th>% reduction of Council Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>*In receipt of Income Support, income based Job Seekers Allowance, income related Employment and Support Allowance or Pension Credit, and living with full time student householder(s).</td>
<td>100%</td>
</tr>
<tr>
<td>In receipt of Income Support, income based Job Seekers Allowance, income related Employment and Support Allowance or Pension Credit</td>
<td>25%</td>
</tr>
<tr>
<td>Gross weekly income is less than £193.00</td>
<td>15%</td>
</tr>
<tr>
<td>Gross weekly income is between £193.00 and £249.99</td>
<td>7.5%</td>
</tr>
<tr>
<td>Gross weekly income is £250.00 or over</td>
<td>NIL</td>
</tr>
</tbody>
</table>

*Where the property would be wholly occupied by full time students but for the presence of one or more second adults- if those second adults are in receipt of Income Support, income based Jobseekers Allowance, income related Employment and Support Allowance or Pension Credit, the percentage reduction in Council Tax shall be 100%.

**APPLY NOW IF YOU THINK YOU MAY BE ENTITLED TO SECOND ADULT REBATE READ THE GUIDANCE NOTES THAT FOLLOW BEFORE FILLING OUT THE APPLICATION FORM.**
Second Adult Rebate claim guidance notes.
You should read these notes carefully when you are filling in the application form.
All proof you give us to support this claim must be the original documents. We cannot accept photocopies.
You can take your proof to any of our Council Contact Centres.

- Please fill in the form so that we can work out if you can get benefit. If you need help to fill in the form, please ask at your local council contact centre. Details of our contact centres are below. Your local Citizens’ Advice Bureau will also be able to help you fill in the form.

- You must let us have your claim as soon as you can. This is because we normally pay benefit from the Monday after we get your form. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want to claim from an earlier date, please let us have a letter, along with your form, explaining why you did not apply earlier.

- Please answer all the questions that apply to you, and give us the proof we need. You may not need to fill in all sections, but you must fill in all the boxes which ask you for a ‘Yes’ or ‘No’ answer. The notes will tell you if this applies to you.

- Your money and savings do not affect Council Tax Second Adult Rebate. We work out entitlement based on the money that other adults in your home get.

- We need to confirm your identity and National Insurance number before we can pay you benefit. The information you give us on this form and the proof we ask you for will normally do this. If we need more proof once we get your form, we will let you know.

How to Contact us:-

By telephoning Customer Services on 0300 100 1800

By emailing customersistices@scotborders.gov.uk

Or visit your local Council Contact Centres – You can find out the opening times from our website at www.scotborders.gov.uk/contactcentres or by calling 0300 100 1800 and following the appropriate instruction. They are also displayed at each office.

Newtown Street Duns, TD11 3AU
Gateway Centre, High Street, Coldstream, TD12 4AE
Old High School, Coldingham Road Eyemouth, TD14 5AN

Paton Street, Galashiels, TD1 3AS
Council Headquarters, Newtown St Boswells, TD6 0SA
High Street, Selkirk, TD7 4JX

High Street, Hawick, TD9 9EF
Castlegate, Jedburgh, TD8 6AS
Bowmont Street Kelso, TD5 7JH

High Street, Peebles, EH45 8HG
Buccleuch Street, Innerleithen, EH44 6LA
Section 1 - Please tick the box or boxes that best apply to you. For benefit purposes, a partner is someone you are married to or have a civil partnership with, or a person you live with as if you were their husband, wife or civil partner. (A civil partnership is a formal arrangement that gives same-sex partners the same legal status as a married couple). You must tell us the date you and your partner moved into the property and if you rent your home, confirm the date your tenancy started. You must also give us your and your partner’s last address.

Section 2 - Please give us your and your partner’s details. You must put your and your partner’s National Insurance numbers in the boxes provided and provide proof of them. If either of you are disregarded for Council Tax, you must tell us why, and provide proof of your or your partner’s circumstances (see next page for disregard reasons).

Section 3 - Please provide details of the other adult(s) in your property. You must provide the National Insurance numbers of each of the other adults resident in the property. You must tick the appropriate ‘Yes’ or ‘No’ boxes. You should also provide us with proof of their entitlement to Income Support, income based Job Seekers Allowance, income related Employment and Support Allowance, or Pension Credit as appropriate. If any of the second adults are disregarded for Council Tax, you must tell us why, and provide proof of their circumstances (see next page for disregard reasons).

Section 4 - You must provide us with details of all the income e.g. Tax Credits, Earnings, Child Benefit, Interest from savings etc. We need to know the gross amount the second adult receives i.e before deductions of Income Tax, NI etc. You must give us proof of the amounts and how often the second adult gets these payments. We will accept the following items as proof:

- Current entitlement letters from the Department for Work and Pensions.
- Tax Credit award letter.
- Bank statements or pass books, covering the last two months.
- Recent payslips. (5 if paid weekly, 3 if paid fortnightly, or 2 if paid monthly. If payslips are not available please contact your Local Council Contact Centre who will be able to provide an earnings certificate for the employer to complete.)

If they have applied for or are due a benefit but have not yet received it, you must include this and send us proof when they start to receive it.

Section 5 - Before signing the declaration, make sure you have:

- Filled in the form correctly, filling in all the sections that apply to you.
- Read the declaration.
- Understood your responsibility to give us complete and accurate information.
- Provided all the proof we have asked for. If you cannot send all the proof now you should return the form anyway and tell us about this in the box provided. Then let us have this proof within one month. You can also use this box to tell us if you have difficulty getting the proof to us, along with your reason for this.
Change in circumstances may cause changes to how much benefit you get. Some changes that may affect the amount of benefit you get are indicated below.

- Changes of address
- When someone moves in or out of your home
- You or anyone in your household becomes a student
- You or anyone in your household stops being a student
- Changes in the status of you, your partner or the second adult(s) (for example someone becoming a skillseeker, or apprentice)
- Changes in income (for example a pay rise or an increase in hours worked) of the second adult(s)
- The second adult starts receiving Income Support, income based Job Seekers Allowance, income related Employment and Support Allowance, or Pension Credit
- The second adult stops receiving Income Support, income based Job Seekers Allowance, income related Employment and Support Allowance, or Pension Credit
- Where a young person reaches the age of 18, or leaves the household, or you cease to receive Child Benefit for them
- The award of an additional benefit to the second adult(s) (eg. Attendance Allowance or Tax Credit)

If you don’t tell us about any change in circumstances, which will reduce the benefit, you will have to repay any overpayment.

Reasons for Disregard.

- Person is in Prison or other detention by Court Order
- Person is severely mentally impaired
- Person is aged over 18 and child benefit is payable in respect of them
- Person is a student/student nurse
- Person is an apprentice
- Person is on a Youth Training Scheme (Skillseekers)
- Person is a long-term patient in hospital OR residential care home OR nursing home OR hostels.
- Person is a “care worker” (does not include partner or parent of a child under 18)
- Person has no income or capital and is a member of a religious community whose principal occupation is prayer and/or contemplation and/or education and/or relief of suffering, and the person is dependant on that community for his material needs.
- The person is aged over 18 but under 20 and on 30 April previously was a student undertaking a qualifying course of education (including attending school).
- The spouse or dependent of a student who are not British citizens and are prevented from working or claiming benefits in the UK.

You must provide proof of the reason for disregard. If you require further information or clarification regarding the above, or are unsure what to provide as proof, please ask your local contact centre.