Claim form for Council Tax Reduction

Scottish Borders COUNCIL

☎ 0300 100 1800
www.scotborders.gov.uk
customeradvice@scotborders.gov.uk

Your name and the address you want to claim for:

For office use only	
Issue date	/ /
Contact date	/ /
Claim number	

Your mobile phone number

Your daytime phone number

Your email address

Crystal Mark 5941
Clarity approved by Plain English Campaign

- Please answer all the questions that apply to you. You must answer every question where there are 'Yes' and 'No' tick boxes.
- Do not delay in returning your claim form. Any entitlement will usually apply from the Monday after the day we receive your claim.
- We need to see original documents as proof. Details of the evidence we need are given at the end of each part of this form. If you do not currently have the evidence we need, you should still apply and provide the evidence we need within one month.
- If you rent your home and do not receive Universal Credit Housing Element, you should fill in the 'Claim form for help with your rent and Council Tax'.
- If you are a full-time student, you should not be legally responsible for paying Council Tax. Any applications for Council Tax Reduction **must** be made by the person legally responsible for paying Council Tax. If you are a single person, you should apply for an exemption from Council Tax. Please contact Customer Advice and Support to ask for this.

Do you have a partner who normally lives with you? No ☐ Yes ☐

A partner means a person 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 rights as a married couple.) If you answered 'Yes', you must answer each of the following questions for you and your partner.

When did you buy or start renting your home? / /

	You	Your partner
When did you move in?	/ /	/ /

Feb 2019

Part 1: About you and your claim

	You	Your partner
Title (Mr, Mrs, Ms, Miss and so on)		
Surname		
First name		
Any other names you have been known by		
Date of birth	/ /	/ /
National Insurance number We must see evidence of this.		
Have you come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last two years? If 'Yes', we will write to you about this.	No ☐ Yes ☐	No ☐ Yes ☐
What is your nationality?		
If you are not British, when did you last enter and apply to stay in the UK?	/ /	/ /
What was your previous address?		
Tell us whether you were a homeowner, a tenant or a lodger at that address.		
If you were a homeowner or a tenant, please tell us when your ownership or tenancy ended.	/ /	/ /
When did you move out of that address?	/ /	/ /
Have you claimed Housing Benefit, Local Housing Allowance, Council Tax Benefit or Council Tax Reduction in the past?	No ☐ Yes ☐	No ☐ Yes ☐
When did you last claim?	/ /	/ /
Which council did you claim from?		
What name did you use on the claim?		
What address did you claim for?		
If you claimed from another council, have you told them you have moved from this address?	No ☐ Yes ☐	No ☐ Yes ☐

Part 1: About you and your claim (continued)

	You	Your partner
Are you in hospital at the moment?	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', when did you go in?	/ /	/ /
When will you come out (if you know this)?	/ /	/ /
Are you away from home at the moment for any other reason?	No ☐ Yes ☐ Go to part 2.	No ☐ Yes ☐ Go to part 2.
If 'Yes', why are you not living at home?		
When did you last live at home?	/ /	/ /
What is the address of where you are living at the moment?		

Ethnic background

Under the Race Relations Act we have to gather details of our clients' backgrounds. We use this information to help us with our equal opportunities policies. This information is confidential and we will only use it to improve access to our services and help provide equal opportunities for everyone. You do not have to fill in this part of the form.

Which background do you feel you belong to?

Arab Any Arab background ☐	**Chinese** Any Chinese background ☐	**White** Any white background ☐
Gypsy or Traveller Gypsy or Traveller ☐	Other Explain	
Asian Bangladeshi ☐	**Mixed** Asian and white ☐	**Black** African ☐
Indian ☐	Black African and white ☐	Caribbean ☐
Pakistani ☐	Black Caribbean and white ☐	Other ☐
Other ☐	Other ☐	

Part 1: About you and your claim (continued)

Evidence

Please do not send valuable documents through the post. If you can, bring them to your nearest council contact centre. We will take copies to keep on file and give you the original documents straight back. If you cannot get to one of our offices, phone us for more advice. If you cannot provide the evidence we need at the moment, send the filled-in form back to us now and give us the evidence as soon as you can. **We can start to process your claim but we will not be able to pay any Council Tax Reduction until we have received all the evidence.**

To support part 1 of your claim, you must provide the following original documents.

- **Evidence of identity**
  Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit or EEA identity card. We may need to see several of these documents for each person.
- **Evidence of your address**
  Such as a recent gas or electricity bill or a TV licence.
- **Evidence of National Insurance number**
  Such as a National Insurance number card, payslips, letters from the Department for Work and Pensions or HM Revenue & Customs.

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	Document(s) provided	Document(s) requested	Initials	NA
Identity				
Address				
NINO				

Part 2: About you and your partner

	You	Your partner
Do you get Disability Living Allowance or Personal Independence Payment?	No ☐ Yes ☐	No ☐ Yes ☐
Do you have a vehicle from a mobility scheme?	No ☐ Yes ☐	No ☐ Yes ☐
Do you get Attendance Allowance?	No ☐ Y es ☐	No ☐ Yes ☐
Are you registered blind?	No ☐ Yes ☐	No ☐ Yes ☐
Does anyone get Carer's Allowance for looking after you?	No ☐ Yes ☐	No ☐ Yes ☐

Part 2: About you and your partner(continued)

	You	Your partner
Have you ever been told that you are entitled to Carer's Allowance even if you do not receive it because you are getting another benefit instead?	No ☐ Yes ☐	No ☐ Yes ☐
Have you or your partner recently applied for Employment and Support Allowance but not received it because your income is too high or you have not paid enough National Insurance contributions?	No ☐ Yes ☐	No ☐ Yes ☐
Do you have a severe mental illness or form of dementia?	No ☐ Yes ☐	No ☐ Yes ☐

Evidence

To support part 2 of your claim, you must provide the following.

- **Evidence of being registered blind**
  Registration document or certificate.
- **Evidence of a severe mental illness or form of dementia**
  Letter from your doctor confirming your condition and the date it was diagnosed.

We must see **original documents,** not copies, and we need the same evidence for your partner, if you have one.

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	Document(s) provided	Document(s) requested	Initials	NA
Reg blind				
SMI				

Part 3: Students

	You	Your partner
Are you a student?	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', tell us if this is full-time or part-time	Full-time ☐ Part-time ☐	Full-time ☐ Part-time ☐
What are the dates of your or their academic year?	From / / To / /	From / / To / /

Part 3: Students (continued)

	You	Your partner
Name of the course		
How long is the course?	years	years
Do you or they get a grant or bursary?	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', how much do you or they get?	£	£
How much income is taken into account when working out the grant?		
Do you or they get a student loan or top-up loan?	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', how much do they get?	£	£

Evidence

To support part 3 of your claim, you must provide the following.

- **Evidence of student status**
  A student certificate from their college or university. (If they do not have a certificate, please tell us and we will send you a form for their college or university to fill in.)
- **Evidence of student grant, bursary or loan**
  A full award letter showing how the grant, bursary or loan was worked out.

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	Document(s) provided	Document(s) requested	Initials	NA
Cert				
Award				

Part 4: Children

We need to know about any children in your household who are:

- under 16;
- aged 16, 17, 18 or 19 and on a Skillseeker course, a 'Get Ready for Work' course or a Modern Apprenticeship, and who Child Benefit is still paid for; or
- aged 16, 17, 18 or 19 and in education doing a course not higher than GCE, SCE higher level or GNVQ (advanced) and who Child Benefit is still paid for.

Are there any children as described above in your household? No ☐ Go to **part 5.**
Yes ☐

Part 4: Children (continued)

	1st child	2nd child
Surname		
First name		
Date of birth	/ /	/ /
Sex		
The child's relationship to you		
The child's relationship to your partner		
Who gets Child Benefit for them?		

	3rd child	4th child
Surname		
First name		
Date of birth	/ /	/ /
Sex		
The child's relationship to you		
The child's relationship to your partner		
Who gets Child Benefit for them?		

	5th child	6th child
Surname		
First name		
Date of birth	/ /	/ /
Sex		
The child's relationship to you		
The child's relationship to your partner		
Who gets Child Benefit for them?		

Part 4: Children (continued)

If there are more than six children, please use part 14 on page 21 to give us all the information we ask for in this part.

Are any of the children registered blind? **No** ☐ **Yes** ☐

If 'Yes', please give their names.

Do any of the children get Disability Living Allowance? **No** ☐ **Yes** ☐

If 'Yes', please give their names.

Do you or your partner pay childcare costs to a registered childminder, nursery or after-school club? **No** ☐ **Yes** ☐

If 'Yes', please ask for a childcare costs form which your childcare provider must fill in and sign.

Evidence

To support part 4 of your claim, you must provide the following.

- **Evidence of Child Benefit**
  Such as your most recent award letter or bank statement showing payment received.
- **Evidence of being registered blind**
  Registration document or certificate.
- **Evidence of childcare costs**
  Childcare costs form filled in and signed by your childcare provider.

We must see **original documents** (not copies), and we need the same evidence for your partner, if you have one.

For office use only				
	Document(s) provided	**Document(s) requested**	**Initials**	**NA**
CB				
Reg blind				
CCC				

Part 4: Children – help with school meals, clothing and footwear

If you have children of school age, you may be entitled to free school meals and a grant for school clothing and footwear, depending on the type of benefit or tax credit you receive.

Please fill in the boxes below with details of the children you would like to claim for and tick what you would like to claim for each child.

The clothing grant is only paid once a school year for each child between August and the following March.

Child's name	School they go to	Free school meals	School clothing and footwear grant

Type of benefit you or your partner receive (tick as appropriate)

Income Support		Child Tax Credit only with an income of less than £16,105 a year	
Income-based Jobseeker's Allowance		Working Tax Credit **and** Child Tax Credit with an income of less than £6,420 a year	
Income-related Employment and Support Allowance		Universal Credit with earnings less than £610 a month	
Support under Part VI of the Immigration and Asylum Act 1999		Child Tax Credit and Working Tax Credit with an income of less than £16,105 (clothing grant only)	

Your annual income amount will be shown on your tax credit award letter. Please make sure you send all pages of your award notice when applying for either free school meals or a clothing grant.

Bank account details for paying the school clothing and footwear grant

Name of account holder

Bank name

Bank address

Sort code

Account number

Part 5: About other people who live with you

Do any adults usually live with you and your partner?
By adults we mean people over 16 who nobody gets Child Benefit for.

No ☐ Go to **Part 6.**

Yes ☐ Fill in this section.

If there are more than two people, use part 14 on page 21 to give us all the information we ask for in this part.

	1st person	2nd person
Title (Mr, Mrs, Ms, Miss and so on)		
Surname		
First names		
Date of birth	/ /	/ /
National Insurance number		
Their relationship to you and your partner Some examples are aunt, brother, grandson, lodger, joint tenant, joint owner or friend.		
Do they pay rent or money for board and lodgings to you or your partner?	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', how much?	£ a week	£ a week
Do they get Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance?	No ☐ Yes ☐	No ☐ Yes ☐
Do they get Universal Credit?	No ☐ Yes ☐	No ☐ Yes ☐
Do they get Pension Credit?	No ☐ Yes ☐	No ☐ Yes ☐
Do they get Disability Living Allowance, Personal Independence Payment or Attendance Allowance?	No ☐ Yes ☐	No ☐ Yes ☐
Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training? We must see evidence of this.	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', please tell us which.		
Do they have a severe mental illness or form of dementia?	No ☐ Yes ☐	No ☐ Yes ☐
Are they registered blind?	No ☐ Yes ☐	No ☐ Yes ☐

Part 5: About other people who live with you (continued)

	1st person	2nd person
Are they in legal custody?	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', from what date?	/ /	/ /
When do you expect them to come out?	/ /	/ /
Are they in hospital at the moment?	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', when did they go in?	/ /	/ /
When are they due to come out (if you know)?	/ /	/ /
Do they normally work?	No ☐ Yes ☐	No ☐ Yes ☐
How many hours do they normally work each week?	hours	hours
How often are they paid?		
Do they have any other income at all? This includes any **benefits** or **allowances** you have not told us about on this form and **interest from savings and investments.**	No ☐ Yes ☐	No ☐ Yes ☐

If 'Yes', please tell us about it in the table below.

Who receives this income?	Where does it come from?	How much?	How often?

Are any of the people who normally live with you married to each other or living together as if they were married? No ☐ Yes ☐

We call these people partners.

If 'Yes', tell us their names.

If there are more than two partners, please use part 14 on page 21 to give us all the information we ask for in this part.

Part 5: About other people who live with you (continued)

Evidence

To support part 5 of your claim, you must provide the following.

- **Evidence of their National Insurance number**
  Such as a National Insurance number card, payslips or letters from the Department for Work and Pensions or HM Revenue & Customs.
- **Evidence of their Universal Credit**
  Such as a screen print from your online journal. You can get this by logging in to www.gov.uk/sign-in-universal-credit.
- **Evidence of them being registered blind**
  Registration document or certificate.
- **Evidence of their severe mental illness or form of dementia**
  Letter from their doctor confirming their condition and the date they were diagnosed.
- **Evidence of their student status, them being an apprentice or care worker, or them being on youth training**
  Student – student certificate from their college or university. (We can send you a form for their college or university to fill in.)
  Apprentice or youth training – letter from their employer, college or training provider.
  Care worker – letter from their employer or the care organisation.
- **Evidence of their earnings**
  We need to see their last five payslips if they are paid every week, their last three payslips if they are paid every two weeks, or their last two payslips if they are paid every month or every four weeks. If they are self-employed, we need to see accounts for the last financial year or, if they have been trading for less than six months, a summary of their trading records so far.
- **Evidence of any other income they have**
  Such as pension slips, their most recent award letter or bank statement showing payments received.

  We must see **original documents**, not copies.

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	Document(s) provided	**Document(s) requested**	**Initials**	**NA**
NINO				
Universal Credit				
Reg blind				
SMI				
Student etc				
EI				
Other				

Part 6: About your Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, Universal Credit and Pension Credit

	You	Your partner
If you or your partner are not currently working, please confirm the date you last worked.	/ /	/ /
Are you or your partner getting or waiting to hear about a claim for contribution-based Jobseeker's Allowance? If you answered 'Yes', please go to part 7.	No ☐ Yes ☐	No ☐ Yes ☐
Are you or your partner getting Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, Universal Credit or Pension Credit at the moment?	No ☐ Yes ☐	No ☐ Yes ☐
If you answered 'Yes', when did you start getting it? **Read the evidence section below, then go to part 14 on page 21.**	/ /	/ /
Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, Universal Credit or Pension Credit?	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes' when did you claim?	/ /	/ /

Evidence

To support part 6 of your claim, you must provide the following.

- **Evidence of Universal Credit**
  Such as a screen print from your online journal. You can get this by logging in to www.gov.uk/sign-in-universal-credit.

We must see **original documents** (not copies), and we need the same evidence for your partner, if you have one.

For office use only				
	Document(s) provided	**Document(s) requested**	**Initials**	**NA**
Universal Credit				

Part 7: About being self-employed

	You	Your partner
Are you or your partner self-employed?	No ☐ Go to **part 8.** Yes ☐ Please ask for a self-employed form to fill in.	No ☐ Go to **part 8.** Yes ☐ Please ask for a self-employed form to fill in.

Part 7: About being self-employed (continued)

Evidence

To support part 7 of your claim, you must provide the following.

- **Evidence of self-employed income**
  A filled-in self-employed form along with your accounts for the last financial year or, if you have been trading for less than six months, a summary of your trading records so far.

We must see **original documents** (not copies), and we need the same evidence for your partner, if you have one

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	Document(s) provided	**Document(s) requested**	**Initials**	**NA**
Form				
Accounts				

Part 8: About working for an employer

	You	Your partner
Do you work for an employer?	No ☐ Yes ☐	No ☐ Yes ☐
If 'No', go to **part 9.**		
If 'Yes', answer all the questions in this part.		
If you work for more than one employer, use part 14 on page 21 to give us all the information we ask for in this part.		
What kind of work do you do?		
What is your employer's name and address?		
When did you start this job?	/ /	/ /
What is your payroll, employee or staff number?		
Are you employed for a limited period?	No ☐ Yes ☐	No ☐ Yes ☐
How often do you get paid?	every	every
How are you paid? For example, in cash, by cheque or straight into a bank account.		
How many hours a week do you usually work?	hours	hours
What is your hourly rate or annual salary?	£ every	£ every

Part 8: About working for an employer (continued)

	You	Your partner
Are you getting Statutory Sick Pay (SSP), Statutory Paternity Pay (SPP), Adoption Pay, Statutory Maternity Pay (SMP) or any other sick pay from your employer at the moment?	No ☐ Yes ☐	No ☐ Yes ☐
Do you pay into a private or company pension scheme?	No ☐ Yes ☐	No ☐ Yes ☐
Do you receive any bonus, overtime, commission or tips?	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', please say what you get, how often you get it and the total amount.		

Evidence

To support part 8 of your claim, you must provide the following.

- **Evidence of other work**
  We need to see your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month or every four weeks. If you do not have payslips, please ask us for an employer's certificate.

We must see **original documents** (not copies), and we need the same evidence for your partner, if you have one.

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	Document(s) provided	**Document(s) requested**	**Initials**	**NA**
EI				

Part 9: About any other work

	You	Your partner
Do you do any other work at all? This could be voluntary work or any other work, even if it is not paid work.	No ☐ Yes ☐ Go to **part 10.**	No ☐ Yes ☐ Go to **part 10.**
What other work do you do?		
What is the name and address of the person you do this work for?		
When did you start this work?	/ /	/ /
How many hours a week do you usually work?	hours	hours
Do you get paid? If you only get expenses or tips, still tick 'Yes' and give details.	No ☐ Yes ☐	No ☐ Yes ☐
How much do you get before any deductions?	£	£
How often are you paid?	every	every

Part 9: About any other work (continued)

Evidence

To support part 9 of your claim, you must provide the following.

- **Evidence of other work**
  We need to see your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month or every four weeks. If you do not have payslips, please ask us for an employer's certificate.

We must see **original documents** (not copies), and we need the same evidence for your partner, if you have one.

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	Document(s) provided	**Document(s) requested**	**Initials**	**NA**
EI				

Part 10: About benefits and pensions

Are you or your partner getting any of the benefits listed below or waiting to hear about any benefits you have claimed?

No ☐ Go to **part 11.**

Yes ☐ Tell us about the full amount before any deductions below.

Adoption Pay Industrial
Armed Forces and Reserve Forces Compensation Payments
Bereavement Allowance
Beravement Support Payment
Child Benefit
Carer's Allowance
Child Tax Credit
Employment and Support Allowance (contribution based)
Fostering Allowance
Guardian's Allowance
Incapacity Benefit
Industrial Injuries Disablement Benefit
Death Benefit
Jobseeker's Allowance (contribution based)
Severe Disablement Allowance
State Pension
Statutory Maternity Pay
Statuory Paternity Pay
Statutory Sick Pay
War Pension or War Widow's Pension
Widow's or Widower's Benefit
Working Tax Credit
Universal Credit

If you are getting or have claimed any benefit that is not listed, tell us about it in part 14.

	You	**Your partner**
The name of the benefit or pension		
Are you (please tick one box):		
- waiting to hear?	☐	☐
- getting it now?	☐	☐
How much and how often?	£ every	£ every
How is it paid?		
The name of the benefit or pension		
Are you: (please tick one box):		
- waiting to hear?	☐	☐
- getting it now?	☐	☐
How much and how often?	£ every	£ every

Part 10: About benefits and pensions (continued)

	You	Your partner
How is it paid?		
The name of the benefit or pension		
Are you (please tick one box):		
- waiting to hear?		
- getting it now?		
How much and how often?	£ every	£ every
How is it paid?		

Evidence

To support part 10 of your claim, you must provide the following.

- **Evidence of other work**
  Such as your most recent award letter or bank statement showing payments received.

We must see **original documents** (not copies), and we need the same evidence for your partner, if you have one.

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	Document(s) provided	**Document(s) requested**	**Initials**	**NA**
Benefits				

Part 11: About other money coming in

	You	Your partner
Do you receive an occupational pension, work pension or private pension?	No Yes Go to **part 12 .**	No Yes Go to **part 12.**
If 'Yes', how many?		

Please tell us about it below. If you have more than one pension, please use part 14 on page 21 to provide all the details we ask for in this part for each one.

How much do you get?	£	£
How often?	every	every
Who are these payments from?		
When did you start getting this income?	/ /	/ /
When is it likely to go up (if you know)?	/ /	/ /

Part 11: About other money coming in (continued)

Do you, your partner or any children you are claiming for have any money coming in, or expect to have some money coming in (including money that you are owed), that you have not already told us about on the form?
This includes money from a trust fund, training allowances, redundancy payments, payment instead of notice or a holiday, and any cash payments. Also tell us about any money you get from people living in your home as boarders, lodgers or subtenants.

No ☐ Go to **part 12.**

Yes ☐ See below.

If 'Yes', fill in the table below. You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

Who it is for	Where it comes from	How much?	How often?	Date the payment was made or should be made

Evidence

To support part 11 of your claim, you must provide the following.

- **Evidence of any pensions**
  Such as pension slips from a previous employer or bank statements showing payments received.
- **Evidence of any other income (received, expected or owed)**
  Written evidence of the income received, expected or owed.

We must see **original documents** (not copies), and we need the same evidence for your partner (if you have one) and any other adults who live in your home.

For office use only				
	Document(s) provided	**Document(s) requested**	**Initials**	**NA**
Pension				
Other income				

Part 12: About money, savings and investments

You must answer all the questions listed in this part. You must include all accounts you and your partner have, even if they are overdrawn or have no money in them.

If you have more accounts than there is space for, use part 14 on page 21 to give us all the information we ask for in this part.

Do you or your partner have any of the following?

			You		**Your partner**	
			Amount	**Account number**	**Amount**	**Account number**
Bank accounts	Yes ☐	No ☐	£		£	
			£		£	
			£		£	
Building society accounts	Yes ☐	No ☐	£		£	
			£		£	
			£		£	

Part 12: About money, savings and investments (continued)

		You		Your partner	
		Amount	Account number	Amount	Account number
Post Office accounts	Yes ☐ No ☐	£		£	
Cash	Yes ☐ No ☐	£		£	
Premium Bonds	Yes ☐ No ☐	£		£	
Unit trusts, ISAs, PEPs,TESSAs or other investments	Yes ☐ No ☐	£		£	
Income bonds or capital bonds	Yes ☐ No ☐	£		£	
Money or property held in trust (including trusts set up for your children)	Yes ☐ No ☐	£		£	

Do you or your partner have stocks and shares? Yes ☐ No ☐

Name of company	Number of shares

Any other savings or investments Yes ☐ No ☐

If 'Yes", please give details.

Amount	Type

Do you or your partner have any National Savings Certificates? Yes ☐ No ☐ If 'Yes', we will write to you about this.

Have you withdrawn any money from a pension fund? Yes ☐ No ☐ If 'Yes', we will write to you about this.

Do any of your savings or investments include:
- money from selling a property?
- money from a charity?
Yes ☐ No ☐ If 'Yes', we will write to you about this.

Apart from your home, do you or your partner own any other property or land in this country or abroad? Yes ☐ No ☐ If 'Yes', we will write to you about this.

If you have a mortage or a loan for this property, still tick 'Yes'.

Have you or your partner ever received a lump-sum payment of State Pension because you have put off claiming State Pension for more than a year? Yes ☐ No ☐

We need to know this to make sure we do not count it as part of your savings.

If 'Yes', who received the payment? You ☐ Your partner ☐

What was the amount of the payment? You £ Your partner £

Part 12: About money, savings and investments (continued)

Evidence

To support part 12 of your claim, you must provide the following.

Evidence of money, savings and investments

- **Under £6000** - If your and your partner's total joint savings and investments (everything such as bank accounts, ISAs, stocks and shares and so on all added together) are **under £6000,** you do not need to provide extra evidence unless we ask you to.
- **Over £6000** - You must provide proof such as all your bank, building society or Post Office books, full bank statements **which show your name, address, sort code and account number,** or certificates for Premium Bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see evidence of any interest or dividends you get on your investments and savings. The evidence must show details for at least the **last two months**.

We must see **original documents** (not copies), and we need the same evidence for your partner (if you have one) and any other adults who live in your home.

For office use only				
	Document(s) provided	**Document(s) requested**	**Initials**	**NA**
Over £6000				
Under £6000	**Check bank account numbers and balances have been provided and that part 12 is fully completed**			

Part 13: Money you pay out

Do you or your partner pay towards any of the following?

	You	**Your partner**
Supporting a student	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', how much do you pay?	£ every	£ every
Payments to a pension scheme other than through your employer	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', how much do you pay?	£ every	£ every

Evidence

To support part 13 of your claim, you must provide the following.

- **Evidence of money you pay to support a student**
  Full award letter showing how the grant, bursary or loan was worked out for the student.
- **Evidence of payments to a pension scheme other than through your employer**
  Such as a bank statement showing payments made or a letter from your pension provider.

We must see **original documents** (not copies), and we need the same evidence for your partner (if you have one)

For office use only				
	Document(s) provided	**Document(s) requested**	**Initials**	**NA**
Student				
Pension				

Part 14: Anything else you need to tell us

Please use the space below to tell us anything else you think we should know about or anything which will change in the future (for example, if you are pregnant, the number of hours you work will increase or someone will be moving in or out).

Part 15: Backdating

We can usually pay your Council Tax Reduction from the Monday after the day we receive your claim. It may be possible to back-date your award for up to:

- three months from the date you ask us if you are of pensionable age (this can usually be awarded automatically.); or
- six months from the date you ask us if you are under pensionable age and there is a good reason why you did not claim earlier.

Date you want Council Tax Reduction from / /

Were your circumstances the same as on this form from that date? No Yes

If you are under pensionable age and would like us to backdate your Council Tax Reduction please tell us why you have not claimed before. If it is due to a medical condition, please provide evidence from your doctor or health professional. Your reasons for not claiming earlier must apply throughout the backdated period and you will need to provide evidence we ask for, if available.
(If you do not fill this in, we will not consider backdating your Council Tax Reduction.)

Part 16: Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, ask them to sign this form as well, as this will help us to process your claim more quickly.

Please read this declaration carefully before you sign and date it.

- **I declare** that the information I have given on this form is correct and complete. I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- **I know** that I must let you know in person, over the phone or in writing about any change in my circumstances which may affect my claim.
- **I agree** that you will use the information to work out if I can get a discount on my Council Tax.

To find out how we will process and use your personal information in connection with this request, please see our Privacy Notices at www.scotborders.gov.uk/CASSPrivacyNotices

If you would like a printed copy, you can contact us by telephone on **0300 100 1800.**

Signature of the person claiming

Date / /

Your partner's signature

Date / /

I agree that your Financial Inclusion & Support Service can use my form to work out if I can get any other state benefits.

If this form has been filled in by someone other than the person claiming, please tell us why you are filling in this form for the person claiming before signing the declaration below.

I declare that as far as possible, I have checked with the person claiming that the answers written on this form are correct.

Name of the person who filled in this form

Signature

Relationship to the person claiming

Date / /

Contact address and phone number

What happens next?

You should now have:

- filled in this claim form; and
- collected any evidence to support your claim.

You should now return the form to your nearest council contact centre.

- When we have your form and all the proof we need, we will assess your claim for Council Tax Reduction.
- We will send you a decision notice. You should read this and make sure you are happy with the outcome of your claim. We will take any Council Tax Reduction we award from your Council Tax bill and you will receive an amended bill. In some cases this may change the instalment amounts. If this applies, this will be shown on your new bill.
- If you are unhappy with the outcome of your claim, you can ask us to look at the decision again or you can appeal against it. Details of how to do this will be printed on the back of your decision notice.

Contact information

By phone: **0300 100 1800** during office hours
8:45am to 5pm Monday to Thursday
8:45am to 4pm Friday

By email: **customeradvice@scotborders.gov.uk**

Online: You can use our online benefit calculator or find out more about Housing Benefit, Local Housing Allowance and Council Tax Reduction at **www.scotborders.gov.uk.**

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 instructions. They are also displayed at each office.