

Milton Keynes Council Housing Benefit Review Form

Instructions

We need to check the information used in your Housing Benefit claim is still correct. Please answer the questions below. If you need more space please use the Any Other Information box on page 2.

You will need an email address to submit this form.

Your details

Name	Address including postcode

Claim Reference Number	National Insurance Number	Date of Birth

Email address	Mobile Number	Home phone number

Other people who live in your household

Name	Date of birth	Relationship to you

Your income and income of all members of your household

Who receives this income	Type of income	£ Amount	How often	Date last changed

Capital and savings that you and your partner have

This includes all shares, property, premium bonds, trusts, bank and building society accounts

Account name	Account number and bank name	£ Value

Child Care Expenses

Tell us about any payments you make to a registered childminder, nursery or school club

Name of child	Frequency of payment and name of provider	Ofsted Register Number	£ Amount paid

Rent charged

How much rent you are charged, the frequency and the date it last changed.

£ Amount charged	Frequency of payment	Date last changed

Any other information

Please give us any other information that will help us to make sure your claim is correct. If you haven't had enough space to list all household members, income and capital above you can write it here

Enter any other information here

What to do next

When you have completed the form please read the declaration below and then follow the instructions to submit the form. You must confirm that you have read the declaration. Delay in completing and submitting the form may result in your benefit being suspended or cancelled.

We may need to contact you about the information on this form so phone numbers and email addresses are very useful.

How we use your data

We collect and use information about you so that we can provide you with Housing Benefit and Council Tax Reduction services under Legislation. Full details about how we use this data and the rights you have around this can be found at www.milton-keynes.gov.uk/privacy

If you have any data protection queries, please contact the Data Protection Officer at:

data.protection@milton-keynes.gov.uk

Declaration

This authority may make enquiries about the information needed to support the application and to prevent fraud. If you receive Housing Benefit or Council Tax Reduction by providing incorrect details or not giving us full details or providing false information you could be prosecuted.

This declaration is legally binding. Please read all the points carefully and make sure you understand them before submitting this form.

- I declare that the information I have given on this form is correct and complete
- I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action
- I understand that I must promptly tell the authority of any further information which may affect the outcome of my application which I become aware of after it has been made
- I understand that the authority may check the information I have given with other sources.
- I understand the authority may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make
- I understand the authority may share information with other government organisations if the law allows this.
- I understand that I must tell the authority straightaway if I have a change of circumstances which may affect my application.

Please tick the box to confirm you have read the declaration.

How to submit this form

Press the Submit button below. This should attach the form to an email which you can then send to us at the address below. If your device does not support this function, please email the form to:

benefits@milton-keynes.gov.uk