

How to Apply

For further information, advice a, claim form or to speak to someone face-to-face you can call in to one of our Customer Service Centre (CSC)

Maidenhead Area:
PO BOX 3464
Town Hall,
St Ives Road,
Maidenhead SL6 1XP

Windsor Area:
York House,
Sheet Street,
Windsor SL4 1DD

You can Telephone us on:
01628 796036

You can email us at:
benefits@rbwm.gov.uk

OR

Complete the coupon below and send it back to us. We will then send you an application form to complete and return to us.

✂ Please send me a Housing & Council Tax Benefit claim form.

Name:

Address:

.....

.....

Postcode:

Date:

BENEFITS OFFICE

General Information

Benefit is normally awarded from the Monday following the date your application is received at the Benefits Office.

However, if you notify us of your intention to make a claim for housing and/ or council tax benefit and your application form reaches us within one month of the form being issued to you, we may be able to use the earlier date as the date of your claim.

BENEFIT CAN ONLY BE BACKDATED IN EXCEPTIONAL CIRCUMSTANCES.

CONTACT THE BENEFITS OFFICE FOR DETAILS ON HOW TO APPLY FOR BACKDATED BENEFIT.

- If you have savings of more than £16,000 you will not qualify for benefit, unless you are over 60 and in receipt of Guarantee Credit, where there is no capital limit. when your benefit is worked out, we will not take into account the first £6000 of any savings you have, regardless of your age.

IF YOU ARE IN DOUBT AS TO WHETHER OR NOT YOU WOULD QUALIFY, PLEASE APPLY. YOU HAVE NOTHING TO LOSE AND POSSIBLY LOTS TO GAIN.

Helpline: 01628 796036

**Phone lines open
8.45am to 5.15pm, Mon to Fri**

An answerphone service is in operation outside of office hours.

Benefits Office opening hours

Mon - Thur 8.45am - 5.15pm

Fri 8.45am - 4.45pm

CSC Office opening hours

Mon - Thur 8.45am - 5.15pm

Fri 8.45am - 4.45pm

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April 08

Housing Benefit & Council Tax Benefit

Could you be paying less Rent? . . .



. . . Council Tax?

You could be receiving up to 100% Benefit for your **Rent** and/or **Council Tax**.

Don't delay CLAIM TODAY!



Housing and Council Tax Benefit is a scheme to help people pay their rent and/or Council Tax.

VERIFICATION PROCEDURE

All new claims must be accompanied by original documents. In addition to this you will also need to provide proof of your National Insurance Number and your identity.

RIGHT OF APPEAL

If you are not happy with a decision that we make about your benefit you can ask us to look at it again.

If you are still not happy you can appeal against the decision to an Independent Tribunal Service. Please see our leaflet 'Reconsiderations & Appeals for more information.

Lots of people who would qualify for benefit don't apply.

Make sure you are not one of them.

How much help will I get?

This depends on various factors:

- Your total weekly income.
- The amount of savings you have.
- The size of your family.
- The income of certain other people in your household.
- Your weekly needs as determined by Central Government.
- The amount of rent and/or Council Tax you pay.

You may also be able to claim benefit if you are a single householder who has people living in your home on low income. Contact the Benefit office for further advice or an application form. This Benefit is known as 'Second Adult Rebate'.

All information is kept strictly confidential.

If you know anyone who may qualify pass this leaflet onto them.

Examples

A working couple with an income of £200.00 per week with two children under 11 paying rent of £80 per week and Council Tax of £1000.00 per year could get up to £54160.00 per year to help pay their rent and Council Tax.

Other examples based on different weekly income levels:

Weekly Income	£225.00	£250.00	£275.00	£300.00	£325.00
Rent Benefit	£74.72	£58.47	£42.22	£25.97	£9.72
Council Tax Benefit	£17.45	£12.45	£7.45	£2.45	£Nil

Based on rent of £80.00 per week and Council Tax of £1000.00 per year.

A single pensioner aged 66 with an income of £140.00 per year, paying rent of £80.00 per week and Council Tax of £1000.00 (after 25% discount) could get up to £4447.07 per year to help pay their rent and Council Tax.

Other examples based on different weekly income levels

Weekly Income	£150.00	£175.00	£200.00	£225.00	£250.00
Rent Benefit	£63.13	£46.89	£30.63	£14.38	£Nil
Council Tax Benefit	£13.88	£8.88	£3.88	£Nil	£Nil

Based on rent of £80.00 per week and Council Tax of £1000.00 per year

These examples are correct at 1 April 2008, because schemes are constantly changing, figures may vary for claims made after this date.