



**DOCUMENT MANAGEMENT**

14 SEP 2007

BATCH.....

Ref No: .....

Please fill in this form in black ink.

Note: You should continue to pay your Council Tax until your benefit is worked out.

Are you an:

Owner Occupier	<input type="checkbox"/>	Council Tenant	<input checked="" type="checkbox"/>
Private Tenant	<input type="checkbox"/>	Housing Association Tenant	<input type="checkbox"/>
Bed & Breakfast Tenant of Enfield Council	<input type="checkbox"/>	Other	<input type="checkbox"/>

If other, please state

Are you or your partner:

<b>You</b>	Under 60 years old	<input checked="" type="checkbox"/>	<b>Your partner</b>	Under 60 years old	<input type="checkbox"/>
	Over 60 years old	<input type="checkbox"/>		Over 60 years old	<input type="checkbox"/>

Do you or your partner receive Income Support?

<b>You</b>	No	<input type="checkbox"/>	<b>Your partner</b>	No	<input type="checkbox"/>
	Yes	<input checked="" type="checkbox"/>		Yes	<input type="checkbox"/>

Do you or your partner receive Job Seekers Allowance (income-based)?

<b>You</b>	No	<input type="checkbox"/>	<b>Your partner</b>	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>		Yes	<input type="checkbox"/>

**Customer Receipt** - for Housing Benefit and Council Tax Benefit Application Form - FOR OFFICE USE ONLY



Documents Received

<input type="checkbox"/> Benefit Application Form	<input type="checkbox"/> Type of I.D.....	<input type="checkbox"/> Proof of N.I Number
<input type="checkbox"/> Benefit Renewal Form	<input type="checkbox"/> Type of residency	<input type="checkbox"/> Backdate request
<input type="checkbox"/> Tenancy Agreement	<input type="checkbox"/> Proof of state benefit	<input type="checkbox"/> Other .....
<input type="checkbox"/> Wage slips - number .....	<input type="checkbox"/> Proof of capital / savings	

Ref No: .....

Name

Address

office stamp

Receiving Officer Signature .....

Revenue Information Benefits Helpline: 8.30 - 4.30pm - 020 8379 3798  
 Revenue Information Helpdesks: 9.00 - 4.30pm - Civic Centre  
 9.00 - 4.00pm - John Wilkes House