

More Information and Advice

If you require any further information please contact:

Benefit Section
Finance Division
Erewash Borough Council
PO Box 2
Wharnccliffe Road
Ilkeston
Derbyshire
DE7 5SE



Housing and Council Tax Benefit

Your Guide to What Evidence do I need to supply Erewash Borough Council


If you require this information in your language, please contact the Council using one of the below methods.


“જો તમને આ માહિતીની તમારી પોતાની ભાષામાં જરૂર છે, તો નીચેની પદ્ધતિઓમાંથી એકનો ઉપયોગ કરીને કાઉન્સિલનો સંપર્ક સાધો.”


如果您需要自己语言的此信息，请通过以下方法之一与委员会联系。

“ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿਚ ਚਾਹੀਦੀ ਹੋਵੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਹੇਠ ਲਿਖਿਆ ਵਿੱਚੋਂ ਕਿਸੇ ਇੱਕ ਤਰੀਕੇ ਦੀ ਵਰਤੋਂ ਕਰਦੇ ਹੋਏ ਸੰਗਲ ਨਾਲ ਸੰਪਰਕ ਕਰੋ।”

اگر آپ کو اپنی زبان میں یہ معلومات چاہیں، تو براہ کرم نیچے دی گئی طریقوں میں سے کسی ایک کا استعمال کر کے کمیونٹی سے رابطہ کریں۔

 **0845 907 22 44**

 **communications@erewash.gov.uk**

 **Ilkeston Town Hall, Wharnccliffe Road, Ilkeston, Derbyshire DE7 5RP**
Long Eaton Town Hall, Derby Road, Long Eaton, Derbyshire NG10 1HU



0845 907 2244 Ext 3480



benefits@erewash.gov.uk

What Evidence do I need to Supply?

Erewash Borough Council requires evidence to support any claim for Housing Benefit and/or Council Tax Benefit. Below are details of what needs to be supplied for any new or renewal claims. If the relevant details are not supplied it will delay your claim. If you are due to be visited please have the information ready for the date of the visit.

What information to supply

Identity

2 forms of identity for both the claimant and the partner. This can include birth certificate, driving licence, passport etc.

National Insurance number

Evidence showing your National Insurance. This can include wage slips, Benefit letters or any correspondence which quotes your National Insurance Number.

Earnings

If you are paid weekly please provide your last 5 weeks consecutive wage slips. If you are paid monthly then please provide your last two months consecutive wage slips. If you are unable to provide wage slips please contact the Housing Benefits office to request a statement of earnings form which your employer can complete on your behalf.

Self Employed income

Please provide a certificate of self employed income, certified accounts or Invoices and Receipts.

Benefits (i.e. Child Benefit Retirement pension, Disability Allowances etc)

Your benefit award letter or payment book.

Other Income (i.e. Private Pension, Maintenance)

Advice slips or letter Pension company etc.

Capital and Savings

We need to see 2 months up to date consecutive statements for all Bank and Building society accounts you or your partner hold. We also need to see all details regarding any stocks and shares you have.

Rent

Please provide your rent book, letter from landlord/agent or Tenancy agreement.

The Council must see all original documents. Photocopies are not acceptable. You can however provide the original documents to the Town Hall at either Ilkeston or Long Eaton, where they will be photocopied and verified by a member of staff. We recommend that you do not send your original documents through the post, however if you do they will be returned the day of receipt at the Council. If you are due to be visited please do not bring documents to the Council's Offices, but have the information available for the visiting officer.

