

CUSTOMER ACCOUNTS – BACKDATING REQUEST



Housing Benefit and Council Tax Benefit

Central Bedfordshire Council

Watling House
High Street North
Dunstable
Bedfordshire
LU6 1LF

Please complete this form and return it to the address above to:

- Ask us to start your benefit claim from an earlier date.

If you have any questions about this form, please contact us:

Telephone 0300 300 8306

Email customer.accounts@centralbedfordshire.gov.uk

www.centralbedfordshire.gov.uk

About yourself

Name

Address

Postcode

Claim reference
(if known)

Backdating details

What period would you like your claim
backdated for?

From

To

Please tell us why you have delayed claiming benefit for this period until now.

Changes of circumstances

Did your circumstances change during the period you have requested backdated benefit for?

Y / N

If **yes**, please provide details and evidence separately.

Examples of changes you need to tell us about are:

- Changes in your rent or service charges
- Changes in your income, including wages, tax credits and pensions
- Changes in who lives with you
- Changes to your benefits, including Income Support, Jobseekers Allowance and Employment and Support Allowance

Declaration

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

I understand the following:

- I declare that the information I have given on this form is correct and complete as far as I know and believe.
- I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- I agree that you will use the information provided to process my claim for Housing Benefit or Council Tax Benefit or both. You may check some of the information with other sources as allowed by the law.

I will contact Customer Accounts to advise of any changes that may affect my claim.

I declare that the information I have given on this form is correct and complete.

Your signature

Date