

Help with Housing Benefit and Council Tax Support (Appointee Application form)

If you cannot deal with your claim for Housing Benefit and Council Tax Support, you can ask someone else to deal with it for you.

If someone already has a legal right to look after your financial affairs, they can also deal with your claim for Housing Benefit and Council Tax Support.

If no one has a legal right to look after your financial affairs, you can ask a relative or friend to deal with your claim instead. The person you choose to deal with your claim would have to do the following things:

- Claim Housing Benefit and Council Tax Support for you.
- Tell us about any changes in your circumstances so we can check if we need to change the amount of benefit we are paying you.
- Accept letters we would normally send to you about your Housing Benefit and Council Tax Support.
- Pay back overpayments of Housing Benefit.

If you want someone else to deal with your claim for Housing Benefit and Council Tax Support, please ask them to fill in the enclosed form. We will contact you when we receive the form.

If you need any more help or advice, please get in touch with us.

Yours sincerely



Marian Bolton
Benefits Manager

Appointee Form

(For people who want to deal with someone else's claim form
Housing Benefit and Council Tax Support.)

If someone cannot deal with their claim for Housing Benefit and Council Tax Support, another person can apply to deal with the claim for them. We call that person an 'appointee'. Some examples of who can apply to be an appointee are:

- > Someone who has a legal right to deal with the financial affairs of the person claiming benefit;
- > A relative of the person claiming benefit;
- > A friend of the person claiming benefit.

If someone only needs support to deal with their affairs then we may decide to add the person applying for appointee status as a helper instead. This means that the responsibility still remains with the customer to claim their benefits and to deal with their affairs however they need support to do this. We may need to arrange an interview to meet with the customer and the person applying for appointee status for us to decide whether the customer needs an appointee or a helper to deal with their financial affairs. We will send out letters to explain our decision.

If you want to deal with someone else's claim for benefit, please fill in parts A and B of this form. Remember to sign the form at part C. If you need any help or advice to fill in the form please contact us.

Part A – About the person whose claim you want to deal with

Mr/Mrs/Ms/Miss _____ Full Name _____

Address _____

Postcode _____ Telephone No _____

Why can this person not deal with their claim for Housing Benefit and Council Tax Support themselves?

Does anyone have a legal right to look after this person's financial affairs? Yes No

If 'yes', what is their name, address, telephone number and how do they act for our customer e.g. Enduring Power Attorney, Lasting Power of Attorney, Court appointed deputy, Appointee for Benefits.

If someone already has a legal right to deal with the financial affairs of the person named in part A, nobody else can be the 'appointee'.

Part B – About You

Mr/Mrs/Ms/Miss _____ Full Name _____

Address _____

Postcode _____ Telephone No _____

What is your age? _____

(If you are under 18, you cannot deal with someone else's claim for Housing Benefit and Council Tax Support)

What is your relationship to the person named in part A? _____

Part C - Declaration

The person named in part A cannot deal with their claim for Housing Benefit and Council Tax Support. Therefore I want to apply to deal with their claim for them.

No one else has a legal right to look after the financial affairs of this person.

I will give you all the information and proof you need to deal with their claim.

I will also tell you at once about any changes in their circumstances which might affect their claim.

I understand that if you pay this person too much Housing Benefit and Council Tax Support you may ask me to pay it back.

Your Signature _____ **Date** _____

Print Name _____

Please send this form back to us at the address shown on the front page of the letter.

Office Use only:

Benefit Reference Number _____

Decision - add as Appointee / Helper _____

Assessor Name _____ Date _____