

Council Tax Support fact sheet

Council Tax Support (CTS) is a payment made directly onto the Council Tax account for the person responsible for paying the Council Tax bill for a property.

Working age residents

Can claim if they:

- have less than £6,000 in savings
- receive Income Support, Income-based Jobseeker's Allowance or Income Related Employment Support Allowance
- are on a low income, have low earnings, or work part time

There are special rules for:

- people who have to go through immigration control
- people in properties banded E-H*

**We limit council tax support for higher council tax bands. This means if your home is in council tax bands E-H, we will calculate your council tax support as if your home is in band D.*

Residents should apply as soon as possible, as there are strict rules for paying backdated CTS.

Proof needed (for claimant and partner)

- National Insurance numbers
- proof of benefits received
- two original proofs of identity:
Passport, full driving licence, birth certificate, marriage certificate, UK residence permit, utility bill (from the last four months), bank statements and payslips

- if working and:
*paid weekly – last five payslips
paid fortnightly – last three payslips
paid four weekly – last two payslips
paid monthly – last two payslips*
- savings and investments:
All bank, building society, post office accounts, premium bonds, savings certificates, stocks, shares, ISAs (the evidence you send must show two consecutive months' transactions)

CTS entitlement

The amount given depends on the:

- number, ages and circumstances of people in the family or others in the home
- members of the household that are employed
- income
- savings or investments

When will my CTS start?

CTS will usually start from the Monday after the claim form is received and approved.

Pension age residents

Can claim if they:

- have less than £16,000 in savings
- receive Pension Credit
there are two types:
 - *Guaranteed: they can have savings of any level if they receive this.*
 - *Saving Credit: is when the limit of £16,000 in savings still applies.*
- are on a low income

There are special rules for:

- people who have to go through immigration control

Residents should apply as soon as possible, so that they don't miss out on any CTS.

Proof needed (for claimant and partner)

- National Insurance numbers
- proof of benefits received
- two original proofs of identity:
Passport, full driving licence, birth certificate, marriage certificate, UK residence permit, utility bill (from the last four months), bank statements and payslips
- if working and:
paid weekly – last five payslips
paid fortnightly – last three payslips
paid four weekly – last two payslips
paid monthly – last two payslips
- savings and investments:
All bank, building society, post office accounts, premium bonds, savings certificates, stocks, shares, ISAs (the evidence you send must show two consecutive months' transitions)

CTS entitlement

The amount given depends on the:

- number, ages and circumstances of people in the family or others in the home
- members of the household that are employed
- income
- savings or investments, if over £10,000

When will CTS start?

CTS will usually start from the Monday after the claim form is received and approved.

Payment

If a resident qualifies for Council Tax Support, it will be paid into their council tax account up to the end of the financial year, so that the instalments are correct.

Change in circumstances

If a claimant's circumstances change, they must tell us straight away as it may affect the benefit they receive. There are rules which mean a claimant must tell us of any changes to their advantage in their circumstances within one month of the change or we might not be able to pay extra benefit.

For more information visit,
www.rushmoor.gov.uk/benefits,
email benefits@rushmoor.gov.uk
or call our benefits team on **01252 398 914**