

Please ask for: Revenues & Customer Support

**On-Line Form**

**Please write your name and the address this application is for in the box**



**Leicester**  
City Council

**Revenues & Customer Support**

York House

91 Granby Street

Leicester, LE1 6FB

Tel: 0116 454 1005

Fax: 0116 454 0705

council.tax@leicester.gov.uk

**Council Tax Status Discount Application – Child Benefit Entitlement**

Please fill in this form and return it to us at:

**Leicester City Council, FREEPOST RTRE-HTRJ-CSSJ, Revenues & Customer Support, York House, 91 Granby Street, Leicester, LE1 6FB**

If you have any questions about the form please contact us on telephone number 0116 454 1005, or e-mail us at council.tax@leicester.gov.uk, or visit us at Customer Service Centre, York House, 91 Granby Street, Leicester. LE1 6FB. Based on the information you have given we will either update our records and send a new bill to you, or contact you for more information.

**Child Benefit Person's Details**

1) Please give the full name of the person who is aged 18 for who you receive child benefit:

.....

2) Please give the date of birth of this person (dd/mm/yy):.....

3) Please give the full name and address of the school or college where the person is continuing their full time education:

.....

.....

4) Please give the person's course start and intended end date (dd/mm/yy): Start:..... End:.....

5) Please give the intended date that child benefit payments will stop being received (dd/mm/yy): .....

**For this discount to be considered you are required to supply evidence of child benefit being paid. If you have a recent letter regarding your child benefit payments, please supply this when returning this letter. Please note that HM Revenue & Customs will no longer issue you with a letter or statement confirming your child benefit payment, therefore, if you do not have a letter confirming your Child Benefit entitlement, you will be required to supply a recent bank statement showing your Child Benefit payments.**

**Please Turn Over**

**Declaration:**

I declare the information that I have given on this form is correct to the best of my knowledge. I will tell the Revenues & Customer Support if there are any changes in my circumstances, or any changes that affect the information I have given on this form.

Your name (please print):

Date:

Signature:

Daytime phone number:

The information you have given on this form may be used for Council Tax Reduction purposes.

**Data Protection**

The information that you provide will be processed in accordance with the provisions of the Data protection Act 1988 and relevant legislation. This authority has a duty to protect public funds it administers and may use information held about you for the prevention and detection of fraud or for other lawful purposes. This may include, but not be limited to, matching Council Tax data with Electoral Registration records and credit agency information.

The Council will also use the information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share this information with other bodies responsible for detecting / preventing fraud or auditing / administering public funds. We will not disclose your personal information to third parties for marketing purposes.

Further information can be obtained from the Council and Democracy section of our website:  
[www.leicester.gov.uk](http://www.leicester.gov.uk), by emailing [data.protection@leicester.gov.uk](mailto:data.protection@leicester.gov.uk) or by contacting:

Information Governance,  
Information Services,  
Ground Floor, Bosworth House  
9-15 Princess Road West  
Leicester  
LE1 6TH