

**Revenues & Benefits Service  
Finance & Resources Directorate**

Hackney Council  
Hackney Service Centre  
1 Hillman Street  
London  
8 1DY

Miss Jessie Williams

Flat 2Nd Flr

32 Faker Street Road

London

E8 XYZ

Phone: 020 8356 3399

E-mail: [benefits@hackney.gov.uk](mailto:benefits@hackney.gov.uk)

Fax: 020 8356 3655

Minicom: 020 8356 3725

Our ref: 60047013

Date: 7th February 2020

Dear Miss Williams

**About Your Housing Benefit & Council Tax Reduction**

Before I can work out how much benefit you are due, I need you to provide some more information.

You must provide the documents requested.

**YOU AND YOUR PARTNER'S EARNED INCOME**

Please provide proof of you and your partner's January 2020 payslips.

Please reply within 1 month of the date on this letter to avoid benefit loss. If provided within 14 days of the date of this letter, we can action your claim more quickly.

**Phone Number:** Providing a phone number can help us to process your Benefit claim more quickly. Please provide an up to date number here:

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**Email Address:** Providing an email address will help us to get information to you quickly. If you have an email address please provide it here.

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**REMEMBER** – You must tell us at once if you have any change in your situation, such as a change in your income or anyone moving in or out. Telephone us on the above number to report the changes, but you **must** also put the change in writing. If you do not tell us straight away and you are paid too much benefit, you will have to pay it back.

Yours sincerely

**Ms Smith**

Benefits Officer

## *Revenues & Benefits Service*

### How to submit documents for your Housing Benefit and Council Tax Reduction Claim

This page aims to show you the simplest and quickest ways of dealing with Housing Benefit and Council Tax Reduction in Hackney.

**The quickest way to respond to this letter is by email. Simply scan and attach any supporting evidence or documentation, and email it to [Benefits@hackney.gov.uk](mailto:Benefits@hackney.gov.uk). Attachments must be in a PDF or JPEG format.**

Please remember to include your Housing Benefit claim reference, full name, date of birth, national insurance number, and address in the text of the email.

**Failure to provide the full information requested straight away will delay the assessment of your claim and you may lose benefit**

**If you want to ask us about your claim, you must write to, email or phone**

**Revenues and Benefits Service, Hackney Service Centre,**

1 Hillman St, London E8 1DY

*Tel: 020 8356 3399*

**SEND INFORMATION RELATING TO YOUR CLAIM STRAIGHT AWAY OR  
YOU MAY LOSE BENEFIT**

Miss J Williams

Flat 2Nd Flr

32 Faker Street Road

London

E8 XYZ

**\*BEN+A12345+DICLRET\***

Claim Ref: 60047013

Date : 7th February 2020

**DECLARATION**

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

- I understand the following:-
- If I give information that is incorrect or incomplete, you may take action against me.
- I know I must let the Council know about any changes in my circumstances, which might affect my claim.
- I declare the information I have given in the enclosed document(s) are correct and complete.

Signature of Claimant:

Date:

**REPLY TO REQUEST FOR FURTHER INFORMATION**

☐ I have enclosed all of the information you requested.

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☐ I have enclosed some of the information you requested. I will supply the remainder by:

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I am unable to supply the information you need because:

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The answer to your enquiry is:

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**You should scan and attach this page to your email response or enclose this page with your reply otherwise it could delay your claim.**