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| Backdating Requests |  |

Claim Number

Name

Address

Telephone Number:

Email Address

We can pay Housing Benefit and/or Council Tax Support from an earlier date if you have good cause for not claiming sooner.

This is not an automatic entitlement and will depend on your reasons for making a late claim.

‘Good cause’ can mean different things, but some examples are:

If you have poor health or are in hospital

If you were unable to manage your affairs

If you were caring for someone who was ill

If you were dealing with a bereavement

This is not a complete list. You should give us your own reasons why you did not claim earlier. It is important that we know all the relevant details before we make a decision.

We will look at the reasons for your delay and consider if you have shown ‘good cause’ for the whole of the period you did not claim.

If you want us to consider paying your benefit from an earlier date, please complete the form and return it to us as soon as possible.

Backdating Request Form

Period you want backdating for: - ………………………………

Working Age customers

(You can only apply for up to 1 month before the date you make this request for Housing Benefit and 12 months before for Council Tax Support)

Pension Age customers

You will automatically be considered for up to 3 months backdating, you do not have to apply for this

Please tell us why you feel you have ‘good cause’ for not claiming sooner

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Claimant’s Signature…………………………………Date …………………….

If someone has completed this on behalf of the claimant please state:-

Name of person completing form ………………………………………………………….

Relationship to claimant ………. ………………………………………………………….

*You can email this to us at* *benefits@coventry.gov.uk**.*

*Or If you need to post it back, our address is: Revenues and Benefits, Coventry City Council, 1-3 Lythalls Lane Industrial Estate, Lythalls Lane, Coventry, CV6 6FL. Please note this is a postal address only.*

Please remember to include any evidence you may have to support this request.