



Hertfordshire Adviceline
BENEFIT ENTITLEMENT CHECKLIST

Disclaimer: No data transmission over the internet can be guaranteed 100% secure. We strive to protect your personal information once received but Hertfordshire Citizens Advice Service cannot ensure or guarantee the security of information when it is being transmitted.

Client Ref No.		DATE	
Your Name Mr/Mrs/Ms/Miss		Partner Name Mr/Mrs/Ms/Miss	
Address/Postcode			
Email			
Date of Birth		Date of Birth	
Disabled	Yes	No	Disabled Yes No

EMPLOYMENT STATUS									
	Full Time	Part Time	Unemployed	Self Employed	Retired	Carer	Student	Other	Hours Worked
You									
Partner									

HOUSING STATUS									
Owner Occupier		Housing Association		Living with Relatives		Private Rented		Local Authority Rented	Other

HOUSEHOLD DETAILS: OTHER PEOPLE LIVING IN YOUR HOUSEHOLD						
Name	M/F	Date of Birth	Relationship	Dependant Yes/No	Non Dependant Earnings/Benefits per week (£)	Disabled Yes / No

REGISTERED CHILDCARE COSTS? Yes/ No	
Amount £	Frequency

RENT (As per Tenancy Agreement)		MORTGAGE		COUNCIL TAX (Annual Amount)
Weekly/Monthly		Date Taken Out		
£		Amount Outstanding	£	£
Number of bedrooms		Interest Rate	%	

Please turn over

INCOME

Enter amount and frequency. Frequency may be weekly, fortnightly, monthly, four weekly, quarterly, half yearly or annually.

Salary	Amount	Frequency
Your Gross Earnings	£	
Your Take Home Pay	£	
Your Other Earnings	£	
Partner's Gross Earnings	£	
Partner's Take Home Pay	£	
Partner's Other Earnings	£	
Other Income		
Maintenance/Child Support	£	
Boarders or Lodgers	£	
Non-dependant contributions	£	
Student Loan/Grant	£	
Other	£	
Pensions		
Your State Pension	£	
Your Private or Work Pension	£	
Pension Credit	£	
Partner's State Pension	£	
Partner's Private or Work Pension	£	
Other	£	

Benefits for Household	Amount	Frequency
Job Seekers Allowance (<i>Income Based</i>)	£	
Job Seekers Allowance (<i>Contribution Based</i>)	£	
Income Support	£	
Child Benefit	£	
Working Tax Credit	£	
Child Tax Credit	£	
Employment Support Allowance/ Incapacity Benefit	£	
SSP	£	
DLA/Attendance Allowance/PIP	£	
Carers Allowance	£	
Housing Benefit	£	
Council Tax Support	£	
Statutory Maternity Pay/Maternity Allowance/Adoption Pay	£	
Universal Credit	£	
Other (please specify)	£	

For Tax Credits we need details of previous year's income

GROSS ANNUAL INCOME

Previous Year		Previous Year	
You	£	Partner	£

CAPITAL

Please enter the current value and amount outstanding	Current Value	Mortgage or Finance Outstanding
House or Flat	£	£
Savings & Investments	£	£
Other	£	£

Please Return to:

Email: