


## Housing Benefit 2017/18 payment dates for private and non-Council tenants

These are the dates payments are expected in bank accounts.

Key  Fortnightly payment cycle \*Denotes Public Holidays

Benefit is usually paid on a regular fortnightly payment cycle in arrears for most claimants. The payment cycle that applies to you is stated on the benefit decision notice. Payments are generated by us up to five days before they are received by you. Tell us promptly, if something has changed (First payments and lump sum back-payments might be paid at other times outside the normal cycle.)

To assist you to budget please see calendar showing when the regular fortnightly payments are expected to arrive in most bank and building society accounts. Please be aware that sometimes your Housing Benefit payments might be suspended, cancelled or cannot be made for unforeseen technical reasons. We always try to let you know if this happens. Fortnightly payments are normally from the period ending the previous Sunday.

April 2017							May 2017							June 2017						
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
					1	2	1*	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14*	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17*	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29*	30	31					26	27	28	29	30		

July 2017							August 2017							September 2017						
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28*	29	30	31				25	26	27	28	29	30	

October 2017							November 2017							December 2017						
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25*	26*	27	28	29	30	31

January 2018							February 2018							March 2018						
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
1*	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30*	31	

# BenefitInfo

Providing Revenues & Benefits for the  
City of Lincoln and North Kesteven

## Has there been a change in your circumstances?

# TELL US...

## about all changes, including:

- › You, or your partner, start work
- › Someone moves in, or someone moves out
- › Your pay or working hours change (or your partner's pay or hours change)
- › Your child leaves school education or training
- › Your savings or investments go up or down (if they are more than £6,000)
- › You start or stop claiming another benefit or the amount you get changes
- › You move home, even for a short time
- › You rent from a private landlord and your rent changes
- › You, or your partner's childcare payments change
- › You start or stop claiming Tax Credits or the amount you get changes
- › You get Housing Benefit paid directly into a bank or building society account and your branch or account number changes

**It's down to you to tell us about changes in your life.**

Just call 01522 873355 to let us know. You can tell us online 24 hours a day by e-mail: [benefits@lincoln.gov.uk](mailto:benefits@lincoln.gov.uk)

**Failing to tell us about your changes promptly may be a criminal offence for which you may be prosecuted. Don't get caught. Tell us promptly.**

# Decision notices - key details

## Housing Benefit

City of Lincoln Council PO Box 1257, Lincoln, LN5 5PQ  
Phone: 01522 873355 Email: benefits@Lincoln.gov.uk

**BENEFIT DECISION NOTICE**  
Please read the notes overleaf carefully. A more detailed explanation of this calculation can be provided on request

MR A SAMPLE  
1 ANY STREET  
SOMEWHERE  
SOMS  
AB12 3CD

Claim Reference	12345
Council Tax Reference	
Landlord Reference	
Rent Reference	
Date	16 Mar 2013
Enquiries	Phone 01522 873355

Re: A CLAIMANT, 1 NEW STREET, SOMEWHERE, SOMES, AB12 2XX

**REASON FOR CALCULATION:** Annual Up-rating

The Weekly Benefit Award is:	£95.56
Less Overpayment Recovery:	£0.00
<b>Net Benefit Payable:</b>	<b>£95.56</b>
Weekly gross Rent/Council Tax is:	£138.46
Amount you must pay weekly:	£42.90

The Benefit Starts on: 15 Apr 2013

Weekly Eligible Rent/Council Tax:	£138.46
Weekly Ineligible Service Charges:	£0.00
The first payment will be:	£397.46
This will be paid on:	1 May 2013
Payment will be made by:	Bank BACS
Future payments will be made:	BACS monthly
<b>NON DEPENDANT DEDUCTIONS:</b>	<b>£42.90</b>

NAME	GROSS INCOME (WEEKLY)	INCOME BAND	DEDUCTION (RENT)	DEDUCTION (COUNCIL TAX)
MISS A SAMPLE	£200.00	Working gross income £186 - £241.99	£42.90	

In working out your weekly benefit, we have used the following information:

FINANCIAL DETAILS:	APPLICABLE AMOUNT
Your weekly earned income	£107.95 Family premium
Your partner's weekly earned income (N/A)	£0.00 Child under 11
Any other income (converted to weekly)	£225.57 Lone Parent between 18 and pension age
Assumed Income from £0 Capital	£0.00 Child 12 to 14 x 2
<b>TOTAL WEEKLY INCOME</b>	<b>£333.52</b>
Disregarded income	£89.20
Less Expenses	£0.00
<b>INCOME USED IN CALCULATION</b>	<b>£244.32</b>

You may be entitled to further assistance. Please contact your Jobcentre Plus for more information.

Claim: 12345 CLM305 Page 1 of 1  
**YOU MUST TELL US IMMEDIATELY IF YOUR CIRCUMSTANCES CHANGE**

## Council Tax Support

City of Lincoln Council PO Box 1257, Lincoln, LN5 5PQ  
Phone: 01522 873355 Email: benefits@Lincoln.gov.uk  
**COUNCIL TAX SUPPORT CALCULATION STATEMENT**  
Please read the notes overleaf carefully. This also gives your appeal rights.

MR A SAMPLE  
1 ANY STREET  
SOMEWHERE  
SOMS  
AB12 3CD

Claim Reference	12345
Council Tax Account	234123
Int Ref	345125
Date	18 Mar 2013
Enquiries	Phone 01522 873355

Re: A CLAIMANT, 1 NEW STREET, SOMEWHERE, SOMES, AB12 2XX

Calculation Period From 01 Apr 2013 To 31 Mar 2014

**REASON FOR CALCULATION:** Claim Processed

**INCOME / EXPENSES / CAPITAL DETAILS USED**

Income: Child Benefit (lower rate) £13.40, Child Benefit - Eldest £20.30, Working Tax Credits £40.48, Child Tax Credit £114.11, Earned Income Partner £182.62

Expenses: No Expenses

Capital: Bank Account £.00

Your entitlement is calculated to 6 decimal places but is rounded to two decimal places on this letter.

<b>Weekly Income</b>	
Earned Income Partner	£182.62
Unearned Income	£188.29
Less Income Disregards	£65.80
<b>TOTAL WEEKLY INCOME</b>	<b>£305.11</b>

**Living Allowance Amounts**

Family Premium	£17.40
Miss B Sample	£65.62
Mr C Sample	£65.62
Dependants Personal Allowance	
Couple Personal Allowance	£112.55
<b>TOTAL LIVING ALLOWANCE</b>	<b>£261.19</b>

**Non-Dependant Deductions**

TOTAL NON-DEPENDANT DEDUCTIONS	£0.00
Relevant Non-dependant Percentage	100.00
<b>CALCULATED NON DEPENDANTS DEDUCTION</b>	<b>£0.00</b>

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**YOU MUST TELL US IMMEDIATELY IF YOUR CIRCUMSTANCES CHANGE**

There may be a statement of Facts (up to 3 pages) attached to each decision notice showing a breakdown of the information used to calculate your benefit. This might show a breakdown of money coming in and savings. Also the figures used in the calculation including rent-free adjustments.

- 1 Correspondence address** - this is where we are sending the letters. It might be sent to an appointee or agent if you ask.
- 2 Reason for calculation** - the reason why the benefit calculation has been carried out will be stated here. There may be more than one reason.

- 3 Estimated first payments** may be shown on the notice but can be changed or paid in smaller instalments.
- 4 Date of payment** may appear here but the payment will not appear in your bank account until the following week. See the Payment Calendar on this leaflet for regular payment dates.

- 5 If other adults live in your home** we call them non-dependents. You must tell us about them and we show their details here. We may reduce your benefit if they have income they can contribute to household costs. These will usually be grown-up sons and daughters, friends and relatives who are living

- 6 Income** A full breakdown of money coming in is usually attached to the decision notice. Check we have recorded the details correctly. If it is wrong please call or write to us promptly. If we make a mistake and you do not tell us about

- 11 The applicable amount or living allowance** is only calculated if you are not getting income-based Employment and Support Allowance, Income Support, Pension Credit or income-based Jobseeker's Allowance. This is

the error promptly you may have to pay back any extra benefits you got as a result of our mistake.

- 7 Quote the claim number** if you contact us

- 8 This is the date of the decision.** You have one calendar month to dispute or appeal this decision.

- 9 Name and address** of person benefit has been claimed for. If different to claimant's name or address.

- 10 Payment of housing benefit** will be paid into a Council rent account or directly into a bank account or building society account using Bank Automated Credit (BACs). We also give the frequency. In some cases we have decided to pay a landlord or agent directly due to rent arrears or they are a social landlord. This will be stated here.

the minimum amount you need to live on. Check we have used your correct household details. It will show if you are single, a lone parent or a couple. An age range such as under 25, 25-60, 60-65 and over 65 and the number of children and their ages. Tell us if it looks wrong.

- 12 Relevant non-dependent percentage** is 100% unless you are a joint tenant or joint owner and the non-dependent deduction is shared.

- 13 Expenses** These will usually be childcare costs. Tell us if you pay for childcare and if the amount changes

- 14 Capital** is made up of the value of savings, investments, property and land. It does not count the value of the home you live in. If it is over £6,000 it can increase income (£10,000 for pension age claims) It does not apply if you get Pension Credit