Proof of no income form

**Please complete this form if you have no income**

**Your details**

|  |  |
| --- | --- |
| Name |  |
| Address  Postcode |  |
| Claim reference |  |

**Tell us about any benefits you have applied for**

|  |  |
| --- | --- |
| Have you made a claim for any other Welfare Benefit?  **If Yes** tell us which benefits and when you made your claim.  **If No** tell us why you haven't claimed | Yes/No |
| Do you know why this Welfare Benefit has not been awarded?  **If Yes** tell us why not | Yes/No |

**Tell us about your day to day living costs**

|  |  |
| --- | --- |
| How do you pay for food and toiletries? |  |
| How do you pay for bus fares or other travel costs? |  |
| How do you pay for your household bills? |  |

**Tell us about any money you were receiving**

|  |  |
| --- | --- |
| Are you receiving any income of any sort, from any source?  **If Yes**, where are you getting the money from?  How much do you get? and how often do you get this money? | Yes/No |

**Declaration**

I declare that the information given on this form is true and complete to the best of my knowledge and belief.

|  |
| --- |
| Signed:  Date: |

Please return this form to Derby Benefits, Derby City Council, The Council House, Corporation Street, Derby DE1 2FS

**Privacy Notice – Revenues, Benefits and Exchequer Services**

**How is your information used?**

We may use your information to: bill, administer and collect Council Tax; bill, administer and collect Business Rates; bill, administer and collect Business Improvement District (BID) levies; process and pay Housing Benefit, second adult rebate for pensioners, Council Tax Support, Discretionary Housing Payments and Council Tax Hardship; bill, administer and collect Housing Benefit overpayments; process applications for free school meals; bill, administer and collect Sundry Debts; process financial assessments relating to Home Care Charging and Residential Care Charging; investigate and prosecute Fraud; send you communications; ask agencies, government departments or other public bodies to give us information they have about you;  check information you have provided, or information about you that someone else has provided, with other information we hold;  get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds.This is to help us meet our statutory and non-statutory duties; administer work accurately and efficiently; assess any contribution to means-tested payments or grants provided by the Council; bill, administer and collect debt; contribute to intelligence gathering to assess impacts of changes to identify need; check the information you have given us to make sure we are handling your data correctly, and for other purposes allowed by law; and prevent fraud and the misuse of public funds.

**Who has access to your information?**

We may share your information with:

* Other Council Directorates, Derby Homes, elected members and schools in Derby.
* External organisations such as: Government departments and organisations, other local authorities; Courts and Tribunals; the Rent Office; the Valuation Office Agency; the Police; the National Asylum Support Service (NASS); the National Anti-Fraud network (NAFN); the National Fraud Initiative (NFI); software providers; contracted service providers and IT companies used for technical support; social housing landlords (for Housing Benefit claimants in social housing); banks; building societies; external auditors; enforcement agents; debt advice agencies; your doctor / medical professional (if you are claiming a discount for severe mental impairment); your employer; any relevant third parties as required to help prevent fraud, including private sector companies as allowed by law.
* Relevant individuals such as benefits claimants, landlords and agents.

For further information about how your personal information will be used, please go to <https://www.derby.gov.uk/privacy-notice/>where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from [RBESPrivacyNoticerequest@derby.gcsx.gov.uk](mailto:RBESPrivacyNoticerequest@derby.gcsx.gov.uk) or call us on 01332 643194.