

Third Party Authorisation – Council Tax and Benefits

IMPORTANT NOTICE: *The purpose of this form is for you to give your permission for us to discuss the details we hold about you, relating to the specific accounts detailed below, with a designated representative. Please ensure your responses are printed clearly and the form is fully completed. Any errors will render the form invalid meaning we will not be able to discuss your accounts.*

PART 1 - Details of the account holder (you) and the account(s) to be discussed

Full name (including title):

Full address:

Postcode:

Council Tax Account number:

Housing Benefit and/or Council Tax Reduction claim number:

PART 2 - Details of the person you wish to authorise to discuss your accounts

Full name (including title):

Full address:

Postcode:

Contact telephone number:

Email address:

Relationship to you:

Company name (for professional representatives and support workers):

PART 3 - What can we discuss?

Please read through the below (which details what we will be able to discuss with the person named in PART 2) before completing the declaration in PART 4. The declaration gives the option to choose which of the following areas you are happy for us to discuss.

1. Council Tax, including;

Details of the account and property, including known occupiers.

Council Tax charge, penalty charges and/or costs applied, payments received, refunds issued and debt outstanding.

Information regarding Discounts and/or Exemptions including the progress of any recent application (this does not include 'Council Tax Reduction': see below).

Recovery, including details of any action taken (possible referral to third party collection agents) and/or letters issued and details of any payment plans entered into.

PART 3 (continued) - What can we discuss?

2. Housing Benefit, Council Tax Reduction and/or Discretionary Housing Payments (HB/CTR/DHP), including;

Progress and/or status of any claim made under the above claim reference number or National Insurance Number.

Details of the household makeup (past or present) including claimant/partner, dependants or non-dependants including information provided to us by the DWP.

Financial information used within the claim such as earnings, capital or benefits received, also including information provided to us by the DWP.

Details of any payments made or due and any entitlement periods.

Details of Housing Benefit Overpayments, including the reason for creation, the period covered and the method of recovery plus details of any invoices or reminders issued.

Progress or status of any dispute or appeal, including potential Tribunal cases if claim is still active.

Please note, we will not be able to share any information provided to us by HMRC in any circumstance without express permission from HMRC.

3. Local Welfare Provision (LWP), including:

Progress or status of any claim made.

The outcome of any claim, including the reasons behind any decision made.

Please note, we will not be able to share any information provided to us by HMRC in any circumstance without express permission from HMRC.

PART 4 - Declaration

I, the person named in PART 1, give Sandwell MBC authorisation to discuss with the person named in PART 2 any personal information you hold relating to my **Council Tax account/Housing Benefit, Council Tax Reduction or DHP claim/Local Welfare Provision claim** (*delete as appropriate*) as detailed in PART 3.

Signed _____ Date _____

**Please complete and return this form to us using the enclosed Freepost envelope or to the address:
Sandwell MBC, PO BOX 10597, Nottingham, NG6 6DQ.**

If the situation changes and you no longer agree to Sandwell MBC sharing information with the person named above, please make us aware of this as soon as possible, either online at www.sandwell.gov.uk/mysandwell or by phone on 0121 368 1155. Without such notification, this authorisation will remain valid for the life of the account/claim.

For details of how and why we obtain, store, share and dispose of personal data as well as your rights as a data subject, our FULL PRIVACY NOTICE can be viewed at www.sandwell.gov.uk/privacy