



# Nil income declaration

To be completed when housing benefit/council tax reduction is based on the customer receiving no income.

Claim number:

Name:

Address:

Postcode:

Telephone:

Mobile:

Norwich City Council's benefit department will need to contact you from time to time about your housing benefit/council tax reduction. If you have an email account, regular access to the internet and would prefer to be contacted by email, please tick this box ☐ and use the space below to give us your email address. Please take care to ensure this is written clearly.

Email address:

## Tick all boxes that apply

☐ I have had no income since \_\_\_\_\_ (enter date)  
This means I am not receiving any benefits, earnings, or money from any source.

☐ My last job finished on \_\_\_\_\_ (enter date)

☐ I am currently awaiting the outcome of a claim for another benefit.

I have claimed \_\_\_\_\_

I made the claim on \_\_\_\_\_ (enter date)

☐ I don't expect to have any income until \_\_\_\_\_ (enter date)

☐ I am currently meeting my day-to-day living expenses by (please enter details in box below)  
(You will need to provide bank statements for the whole period you have had nil income).

I understand that if any benefits are awarded retrospectively, my entitlement for the period assessed on nil income may be reassessed and that I may be liable to repay any overpayment that may occur following a change in my income.

I will notify this office as soon as my income changes.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Once you have completed this form, please email it to **benefits@norwich.gov.uk**  
Alternatively, you can send it to **housing benefit department, City Hall, Norwich NR2 1NH.**