**Online claim helpsheet**

**If you can’t get a ‘drop down’ to work then click away from it and then click back again**

**Forms**

If you need to print any forms as part of your eclaim ie. Certificate of Earnings, Proof of Rent, Childcare charges and do not have access to a printer, please contact us on 01395 517446 and we will send one to you.

**About** ............. (your name)

If you don’t know your National Insurance Number then please use the alternative given on the screen ie. XX999999A.

**About Savings, Investments and Properties**

Please add any bank accounts you have even if there is nothing in them or are overdrawn.

If you have a bank account but don’t know your account number and sort code please enter the following:

a/c 00000000 sort code 000000

**About your payments**

If you would like any payments to be made directly to your Bank then we do need details, if you do not have them with you then put ‘cheque’ and supply the bank details as soon as possible to change this. It would also be useful if you could put a note about this in ‘Additional Information’.

**Any other information**

If you have claimed Housing Benefit during the last 52 weeks in a different area, please put a note about this in Additional Information.