

How to upload a document on the computer

This guide will explain how you can upload documents on your own computer and send them safely to Wakefield Revenues and Benefits Service.

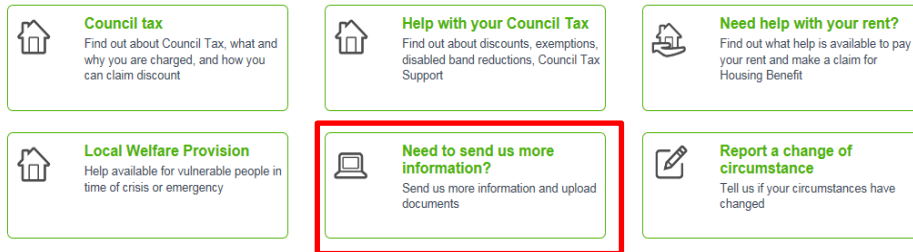
1 Go to www.wakefield.gov.uk.

2 Select 'Benefits and Council Tax'

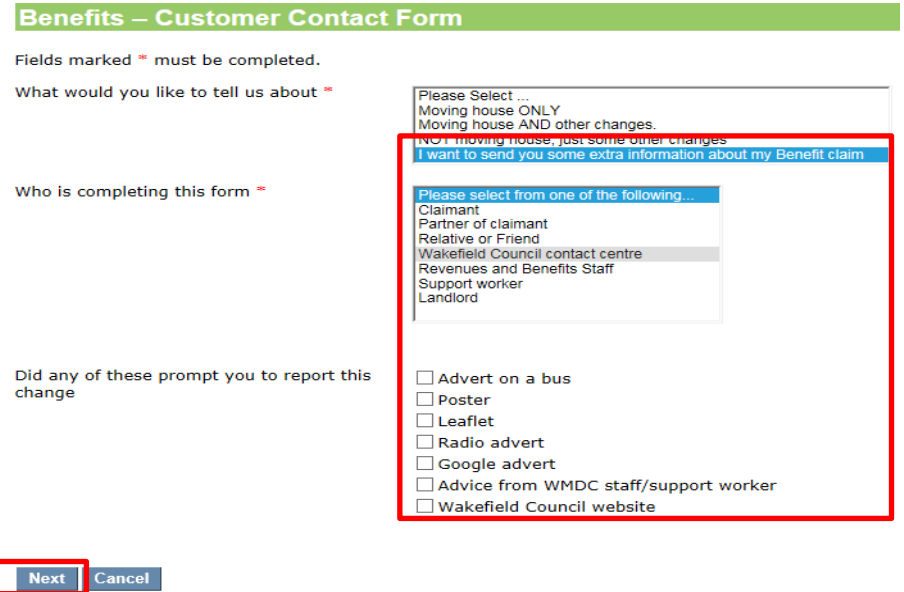


3 Select 'Need to send us more information?'

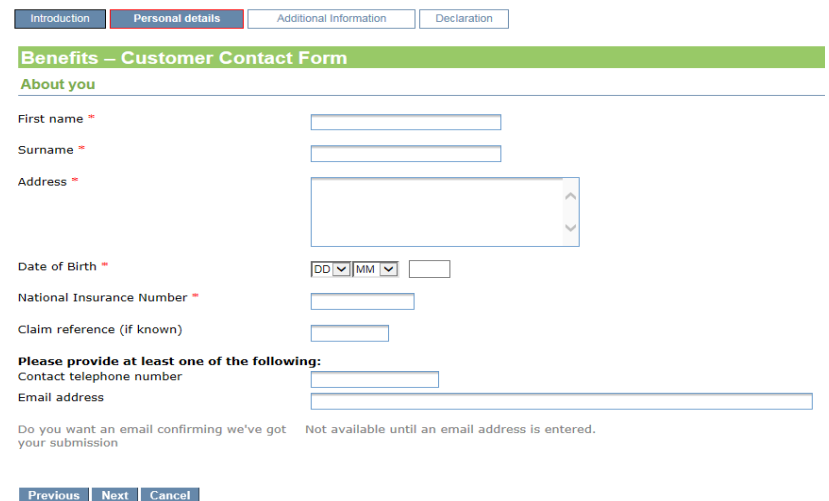
Benefits and council tax



4 Click on 'I want to send you some extra information about my Benefit claim' and then select who is completing the form and what prompted you to report the change. Then press the 'Next' button.



5 Fill in your details on this page and then press the 'Next' button.



- 6 Tick the top box that says 'I want to send you some extra information about my benefit claim'. This will then bring the 'Upload Supporting Documents part, and then press the 'Browse' button.

Benefits – Customer Contact Form

What do you want to tell us

Please tick the relevant box(es) and supply further details where requested.

I want to send you some extra information about my Benefit claim.

Please upload your documents using the "Browse" button below. You can also give us more information in the "Additional Comments" box below.

Started work

Change in Earnings/Employment/Hours
This includes if you have taken on a second job, or your employer/employment details have changed

Change in income (excluding earnings)

Rent/Tenancy change
If you are telling us that you have moved, please remember to fill in the [Change of Address form](#)

Newborn baby

Household member moved in

Household member moved out

Household member passed away

Change in savings/capital

Upload Supporting Documents

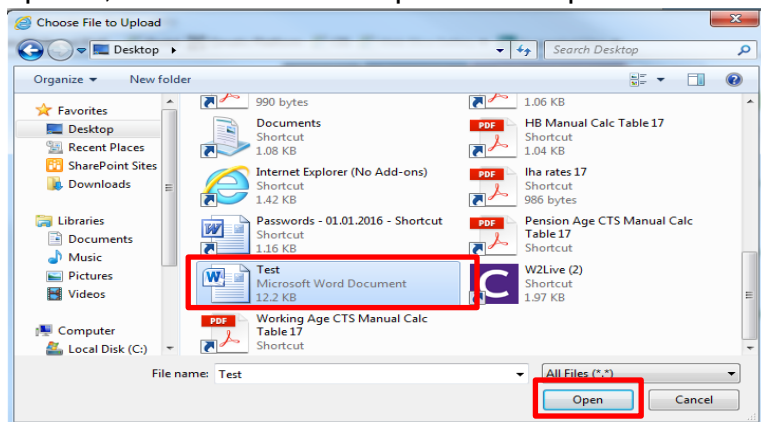
If you need to supply evidence to us, you can:

- Use the **Upload supporting documents** facility below;
- Send it electronically via <https://securemail.wakefield.gov.uk> to RBInfo@wakefield.gov.uk. Please do not send any personal information directly from your own email address. - please remember to include your Name and address and Claim Reference or National Insurance number in the subject heading.
- Bring it to us at Wakefield One, Burton Street, Wakefield.

Did you know that free internet access is available in all Wakefield Council libraries. To send in scanned documents you can use one of the printers in any library to do so. Please ask one of the library staff if you need assistance.

Upload supporting documents

- 7 You can now upload your document. Find the file you want to upload, click on it and then press the 'Open' button.



- 8 You can see if your file has been uploaded correctly by checking here. If you wish to delete the file you can click the cross and if you want to add more than one document click on add. Once you have uploaded all your documents, press the 'Next' button.

If you need to supply evidence to us, you can:

- Use the **Upload supporting documents** facility below;
- Send it electronically via <https://securemail.wakefield.gov.uk> to RBInfo@wakefield.gov.uk. Please do not send any personal information directly from your own email address. - please remember to include your Name and address and Claim Reference or National Insurance number in the subject heading.
- Bring it to us at Wakefield One, Burton Street, Wakefield.

Did you know that free internet access is available in all Wakefield Council libraries. To send in scanned documents you can use one of the printers in any library to do so. Please ask one of the library staff if you need assistance.

Upload supporting documents

Additional Comments or Information

Additional comments/information

- 9 Read the declaration and then press submit.

Text Size:

Benefits – Customer Contact Form

Declaration

Thank you for sending us this information.

By submitting this form you understand and agree to the following:

I declare that the information I have given on this form is correct and complete as far as I know and believe.

I understand that if I knowingly give information that is incorrect or incomplete I may be liable to prosecution or other action.

I understand that it is my responsibility to inform Wakefield Council's Revenues and Benefits Service straight away of any changes that may affect my Housing Benefit and/or Council Tax Support. This includes changes to my circumstances, and those of any other member of my household.

I understand that failure to report a change may incur an overpayment or a penalty as regulations allow.