

9. This will bring the 'Upload Supporting Documents' option further down the page - then select the 'Browse' button.

Upload Supporting Documents

If you need to supply evidence to us you can :

- Use the Upload supporting documents facility below
- Bring it to us at Wakefield One, Burton Street, Wakefield.

between the hours of:

- Tuesday 2pm-4pm
- Wednesday 8:30am -11:30am
- Thursday 8:30am - 4:00pm

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.

Document 1 :

10. Select the document you want to upload and click 'Open'



11. Read the declaration and then press 'Finish'.

Declaration

Steps: **1** 2 3 4

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.

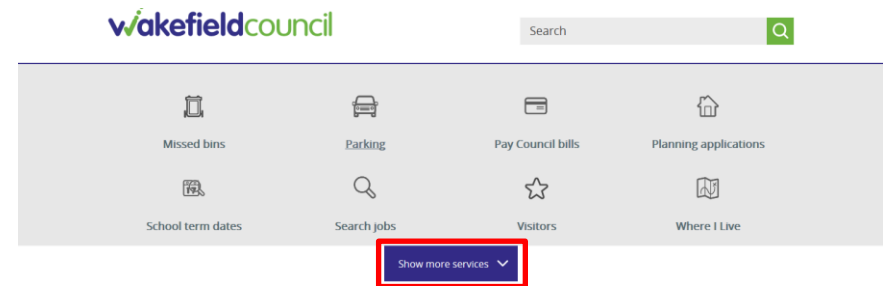
I understand that it is my responsibility to inform Wakefield Council's Revenues and Benefits Service straight away of any changes that may affect my Housing Benefit and/or Council Tax Support. This includes changes to my circumstances, and those of any other member of my household.

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

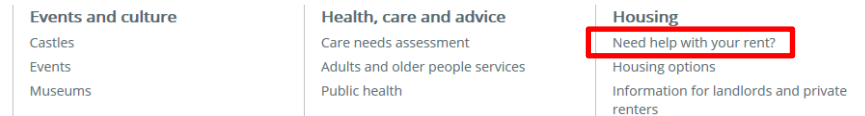
How to upload a document on the computer

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

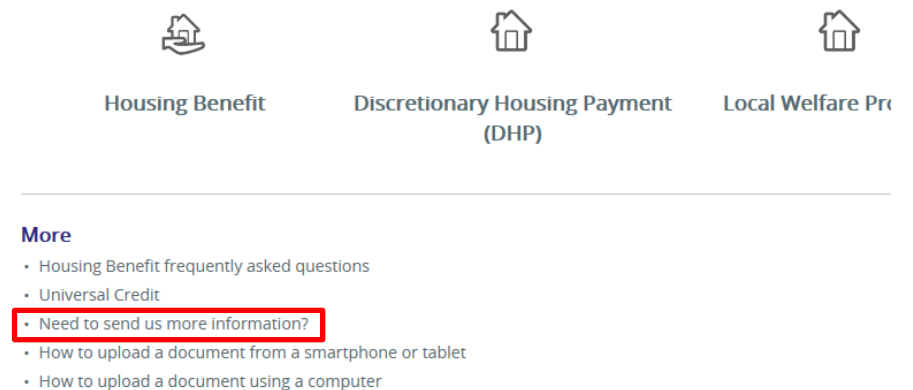
1. Go to www.wakefield.gov.uk.
2. Select 'Show more services'



3. Under 'Housing', select 'Need help with your rent?'



4. Select 'Need to send us more information?'



5. Select 'I want to send you some extra information about my benefit claim'.

Benefits - Customer Contact

* Fields marked with an asterisk are required fields

Introduction

Steps: 1 2 3 4

What would you like to tell us about? : *

Please select...

- Moving house ONLY
- Moving house AND other changes
- NOT moving house, just some other changes
- I want to send you some extra information about my Benefit claim

6. Select who is completing the form and what prompted you to report the change. Then press the 'Next' button.

Who is completing this form? : *

Claimant

Did any of these prompt you to report this change?

- Advert on a bus
- Poster
- Leaflet
- Radio advert
- Google advert
- Advice from WMDC staff/support worker
- Wakefield Council website

Next

7. Complete the details about yourself and then select 'Next'.

Benefits - Customer Contact

* Fields marked with an asterisk are required fields

Personal details

Steps: 1 2 3 4

First name : *

Surname : *

Address : *

Date of Birth : *

National Insurance Number : *

Claim reference (if known) :

Please provide at least one of the following:

Contact telephone number :

Email address :

Remember that e-mails are not secure. By providing an e-mail address you are consenting to Wakefield Council contacting you about your claim by this method.

Previous Next

8. Tick the top box that says 'I want to send you some extra information about my benefit claim'.

Benefits - Customer Contact

* Fields marked with an asterisk are required fields

Additional information

Steps: 1 2 3 4

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

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

Started work

Change in Earnings/Employment/Hours