

This guide is an example of a typical Decision Notice.
Each Decision Notice may be slightly different.

BENEFIT DECISION NOTICE

Please read the notes overleaf carefully. A more detailed explanation of this calculation can be provided on request

This is your benefit claim reference. You will need to quote this whenever you make an enquiry about your claim.

MR TEST TEST
 1 MIDDLESBROUGH ROAD
 MIDDLESBROUGH
 TS1 2YQ

Claim Reference 000000
 Council Tax Reference
 Landlord Reference 12345
 Rent Reference
 Date 01 October 2017
 Contact 01642 726005

This is the date that the decision notice was produced.

Housing Benefits

REASON FOR CALCULATION: Review

This is the reason your claim has been assessed, for example because of a **change in income** or a **change of address**.

HOUSING BENEFIT

Your Weekly Benefit Entitlement is: £00.00
 Less any Overpayment Recovery: £00.00
ACTUAL BENEFIT AWARDED: £00.00
 Your Benefit has been awarded from: 01 Oct 2017

 The first payment will be: £0.00
 This will be paid on: 01 Oct 2017
 Payment will be made by: Direct to THE LANDLORD

This is the amount of benefit you are entitled to.

This is the amount of benefit you will be paid each week. It is your weekly entitlement minus any overpayment recovery.

If you have received an overpayment of Housing Benefit that is being recovered from your ongoing entitlement, the amount that is deducted each week will be shown here.

NON-DEPENDANT DEDUCTIONS MADE: £0.00

NAME	GROSS INCOME (WEEKLY)	INCOME BAND	DEDUCTION (RENT)	DEDUCTION (COUNCIL TAX)
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In working out your weekly benefit, we have used the following information:

This is the weekly figure, set by the Government, to represent the amount needed for day-to-day living.

FINANCIAL DETAILS:	APPLICABLE AMOUNT
Your weekly earned income	£0.00
Partner's weekly earned income (N/A)	£0.00
Any other income -converted to weekly	£0.00
Assumed Income from £1 Capital	£0.00
TOTAL WEEKLY INCOME	£0.00
Disregarded income	£0.00
Less Expenses	£0.00
TOTAL APPLICABLE AMOUNT	£0.00
INCOME USED IN CALCULATION	£0.00

This shows the weekly income figure that is used to calculate your benefit, including any amounts that are disregarded and any expenses (such as childcare costs). The Statement of Reason included with your Decision Notice gives further details of the income and capital included in your assessment.