

# Sample Benefit Letter

**BENEFIT NOTIFICATION LETTER**

**How to Contact Us**  
Email: [revs@enfield.gov.uk](mailto:revs@enfield.gov.uk)  
Telephone: 020 8379 1000  
Post: Revenues and Benefits, PO Box 63, Civic Centre, EN1 3XW

**ENFIELD Council**

**PROTECT: PRIVATE & CONFIDENTIAL**

Claim Reference: 01  
NI Reference: XX999999X  
Council Tax Account: 5XXXXXXX

XX/XX/XX

Dear Mrs XXX

**Housing Benefit Notification**

I have changed your Housing Benefit from 01/04/2014 to take account of new year benefit levels from April. I have decided that your benefit is now as follows:

£129.30 per week from 01/04/2014

**How You Will Be Paid**

Your benefit will be paid by direct credit into your bank account at the end of every four weeks.

Your benefit payment of £517.20 for XX/XX/XX to XX/XX/XX will be paid on 07/04/2013. £517.20 will then be paid every four weeks.

**Notification of Council Tax Support**

I have worked out your council tax support from 01/04/2013 to take account of new year benefit levels from April. I have decided that your benefit is now as follows:

£15.70 per week from 01/04/2013

**How You Will Be Paid**

£818.62 council tax support has been paid to your council tax account. The total amount of council tax support for 2013/14 is £818.62.

You will soon receive a Council Tax bill dated 14/03/13 that will tell you how much council tax you will now have to pay. On the back of the bill is a summary of how we have calculated your Council Tax.

**Other Information**

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Contact details  
These may show on other pages of your letter

Your claim reference number, please quote when contacting us

Your national insurance number

Your related council tax account number

Your weekly amount (award) towards your rent

Start date of your benefit

How you will be paid

Period payment covers and date payment will be sent

Your first payment will be shown here. This payment may be sent in 2 separate amounts that total to the figure shown

The start date of your council tax support and your weekly award

Your council tax bill information

Claim reference: 01  
NI reference: XX999999X

**How Your Housing Benefit Has Been Worked Out**

From 01/04/2014 your Housing Benefit will be £129.30 each week.

The rent you are charged each week is £137.57.

Housing Benefit cannot pay for some service charges that are included in your rent. The rent you pay has to be reduced by the amount of these service charges. These amounts are shown below:

Actual amount for Ineligible Heating	£5.07
Actual amount for Ineligible Personal Care	£3.20
<b>Total deductions for services</b>	<b>£8.27</b>

The amount of rent after deducting these charges is called your maximum eligible rent. Your rent of £137.57 must be reduced by £8.27, to £129.30 each week. This is your maximum eligible rent.

The maximum Housing Benefit you can get is £129.30 each week. This figure is used when working out 'your total weekly Housing Benefit'.

**Your Total Weekly Housing Benefit**

As you get Guarantee Pension Credit, I can pay the maximum Housing Benefit of £129.30 each week.

Breakdown of how your benefit has been calculated

Your reference number shows at the top of each page

The rent you are charged before any benefits

Disregards will show here

Your maximum benefit figure

Service charges will not be paid by Housing Benefit These are called ineligible charges

You may see various terms on your notification letter that you do not understand. Please visit the link below for a more detailed explanation of your notification letter.