

**Revenues Unit**

Civic Centre  
Howden South Road  
Livingston  
West Lothian  
EH54 6FF

**Confirmation of Council Tax Status – Persons in Respect of Whom Child Benefit is Payable**

Before filling in this form please read the notes below. The liable person in the property should complete this form in ink and BLOCK CAPITALS

1. Full name of the person for whom child benefit is payable.

2. Date of Birth

**Please enclose evidence of entitlement (e.g. a letter of entitlement to Child Benefit) with the completed form.**

**DECLARATION**

By law West Lothian Council must protect the money we manage. We will share information you give us with other organisations responsible for auditing or managing public funds, to prevent and detect fraud. We will review awards of discounts, exemptions and reductions and reserve the right to use credit reference agencies to validate any such awards. You can view the Council Tax Administration Privacy Notice at [www.westlothian.gov.uk](http://www.westlothian.gov.uk).

I declare that to the best of my knowledge the information given on this form is true and correct. I understand that it is an offence to knowingly make a false declaration.

If awarded a Council Tax discount, I undertake to inform you within 21 days of any change in circumstances that may affect my entitlement to the discount.

Signature:

Date:

Daytime Telephone Number:

Email Address:

**If you have provided us with an email address we will send your bill to you electronically.**

If you want to receive a paper bill by post please tick this box

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## Confirmation of Residents in the Property

Please complete this form with the details of all current residents in the property aged 16 years or over:

Title	Forename	Surname	Student Y/N	Owner Y/N	Tenant Y/N	Married or Civil Partner Y/N	Partner Y/N	Date of Birth (if 16 or 17 years)	Date Moved In

### NOTES

A person is disregarded for Council Tax discount purposes if they are:

- at least 18 years of age or over, **and**
- a person is receiving Child Benefit in respect of them **or** would receive Child Benefit but for the fact the child is in Local Authority care.

The Confirmation of Residents section of the form must be completed in all cases and returned with the status form. The completed form can be emailed to [CouncilTax@westlothian.gov.uk](mailto:CouncilTax@westlothian.gov.uk) or posted to:

West Lothian Council  
Revenues Unit  
Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

If you have any queries you can:

Telephone: 01506 280000 (option 2), or

Email: [CouncilTax@westlothian.gov.uk](mailto:CouncilTax@westlothian.gov.uk)