

# Benefit Decision Notice following an overpayment



## BENEFIT DECISION NOTICE

Please read the notes overleaf carefully. A more detailed explanation of this calculation can be provided on request. Your full appeal rights are shown overleaf.

MRS AN EXAMPLE  
52 FESTIVE ROAD  
CHATHAM  
KENT  
ME4 1AA

<b>Claim Reference</b>	EG12345
<b>Council Tax Reference</b>	2100047254
<b>Landlord Reference</b>	102754
<b>Rent Reference</b>	
<b>Date</b>	09 Feb 2012
<b>Benefit Enquiries</b>	

**Claim ref;** if you contact us about benefits **please give us this number.**

**Benefit type** - whether the overpayment relates to Housing or Council Tax Benefit. If you have been overpaid both you will receive a separate letter about each.

**Reason for calculation** – why your benefit has been reassessed. If there have been several changes, only one reason can be shown. Please refer to the letters explaining how your benefit is calculated for more details about what has changed, if you are unsure.

**Period of overpayment** - the period that your benefit has been adjusted for.

**REASON FOR CALCULATION:** Change In Income Details

You have been overpaid Housing Benefit. The amounts you have been overpaid are shown below. NB The numbers have been rounded to the nearest whole pence.

**Calculation** – how the amount was calculated: your old entitlement less any new entitlement gives the weekly difference, multiplied by the number of weeks the period covers gives the total for each overpayment period.

Period of Overpayment	Old entitlement	New entitlement	Weekly difference	Total
28 NOV 2011 to 11 DEC 2011	£103.42	£52.22	£51.20	£102.40
12 DEC 2011 to 18 DEC 2011	£103.42	£52.22	£51.20	£51.20
19 DEC 2011 to 28 DEC 2011	£103.42	£52.22	£51.20	£73.14
<b>Total Amount Of Housing Benefit Overpaid :</b>				<b>£226.74</b>

**Total Amount** is the total overpayment for either Housing or Council Tax Benefit from this decision only. Any amounts already outstanding and not yet subject to recovery action (for example, with debtors or housing) will be shown on additional pages.

**Recovery of the overpayment:**

- billed to you (we will send you an invoice shortly).
- recovered against ongoing entitlement (we will reduce future payments of Housing Benefit each week, by the figure shown).
- billed to your landlord (an invoice will be sent your landlord, but **if we hold you jointly responsible you may asked to pay this later**).
- against underpayments (we will offset against any money due for an earlier period and send an invoice or reduce future payments for any remainder).
- passed to housing (the debt will be passed to your housing sub-account and you will need to pay this debt to the housing team).
- suspended / pended (a decision has not yet been made about if, or how, recovery should be made).
- against your council tax account (the debt will be added to your account increasing your balance).

**RECOVERY OF THE OVERPAYMENT:**

→ £226.74 will be recovered against ongoing entitlement at £10.20 \*\*\*

**WHAT YOU SHOULD DO IF YOU THINK THIS DECISION IS WRONG:**

If you want to know more about this decision or if you think it is wrong you should get in touch with us within one month of the date of this letter or we may not be able to reconsider your claim.

Please get in touch with us by phone or in writing. Our telephone number and address are on the front of this letter. You can either:

- \* Ask for an explanation
- \* Ask us to look again at the decision
- \* Appeal against the decision, but this must be in writing. If you appeal against the decision an independent tribunal administered by the Appeals Service will hear your appeal.

**This is only a guide - if you need specific advice or information, or believe we have something wrong, please contact us**

**If you think the decision is wrong**, this explains your options if want more information, or disagree with our decision, and the timescales for doing so.

**\*\*\* Important** - If recovery action has already started (for example, if we have already passed the debt to your housing account or to our debtors team), this figure may show as £0.00 but the overpayment remains outstanding.

**You must tell us of any changes to your circumstances straight away**