

Please look at my benefit decision again

About you

Title	Mr/Mrs/Miss/Ms
Your surname	
All other names	
Your date of birth	/ /
National Insurance (NI) number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Get this from your NI number card, payslips, tax papers or letters from Dept for Work and Pensions

Your address	
Postcode	
Daytime phone number	

Have you arranged for someone to help you with your appeal? Yes No

If yes, what is their name and address?

Their full name	
Their address	
Postcode	
Sign this box to authorise this person to act for you.	

About the decision

Name of benefit or benefits	
Date at the top of the letter about the decision	/ /

About your appeal

- Use the space on the other side of this form to say why you do not agree with the decision.
- You must say **why** you think the decision is wrong. It is not enough to say "I do not agree with the decision" or "The money is not enough".
- The reasons you give should be like these examples:
 - My rent was £75 per week but you have stated it was £35 per week.
 - I moved into the property on 1 November not 1 December.
 - You have used the wrong wages to work out my benefit. I only received £250 for one week.
- If you are appealing against more than one decision, you must say why you do not agree with each one.
- If you are appealing more than one month after the decision was made, you must say why your appeal has been delayed.
- Make sure you say on the other side of this form why you do not agree with the decision.
- Take or send this from to us.
- It will help if you write **Appeal** on the front of the envelope.
- Remember, your appeal must reach our office within one month of the date at the top of the letter telling you about the decision.

Your appeal

- Use this space to say why you do not agree with the decision
- You must say **why** you think the decision is wrong

If you need more space, use another sheet of paper. Remember to put your name, address and NI number on any extra sheets of paper.

Make sure you have filled in all parts of this form and signed it.

Take or send this form to the office that sent you the decision.

Your signature

Your signature

/ /

Date

If someone has been officially appointed to act for you or someone has the authority to act for you, they should sign here.

Their signature

/ /

Date