

## 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 received £250 only during the Christmas 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.

## 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.*

## WHAT TO DO NOW

- Make sure you have said on the other side of this form why you do not agree with the decision.
- Take or send this form to us
- It will help you if you write Appeal on the front of this 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

Complete this form and take or send it to us

### ABOUT YOU

Title

Mr/Mrs/Miss/Ms

Surname

All other names

Your date of birth

National insurance (NI)  
Number

*Get this from your NI number card, payslips, tax papers or letters from social security.*

Your address

  
  

Daytime phone number

Code

Number

Have you arranged for  
someone to help you with  
your appeal?

No

Yes

If yes please tell us their name and address

Their full name

Their address

Postcode

Sign this box to authorise  
this person to act for you

## 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. Use BLOCK CAPITALS

- If you need more space, use another sheet of paper. Remember to put your name and NI number on any extra sheets of paper.
- Make sure you have completed all parts of this form and signed it.
- Take or send this form to the office that sent you the decision.

### For Our Use

/ /

**Appeal form issued**

/ /

**Appeal received**

/ /

**Appeal received at sector office**

/ /

**Invoice number**