

Council Tax – Claim for Apprentice Discount Employer Verification Form

To be completed by the person making a claim for apprentice discount:

Name and address of person liable for Council Tax

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Re: Council Tax - Apprentice Verification (notes for employer)

Council Tax legislation states that a person is an apprentice if he/she is:

- Employed for the purpose of learning a trade, business, profession, office, employment or vocation,
- Undertaking a programme of training leading to a qualification accredited by the Qualifications & Curriculum Authority, or the Scottish Vocational Education Council,
- Employed at a salary which is substantially less than that he would be likely to receive if he had achieved the qualification,
 - His/her salary or allowances, or both, must not exceed £195.00 per week before tax and similar deductions.

For Council Tax purposes, an apprentice can be disregarded (not counted) when calculating the number of adults resident in a particular property. This may in some cases, result in the award of a discount

Can you please confirm that the person claiming the apprentice discount is, in your opinion, a qualifying apprentice based on the criteria listed above:

To be completed by employer:

Employers Name and address

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Name and address of apprentice

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Date of birth of apprentice	
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Start date of apprenticeship	
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Expected end date of apprenticeship	
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Gross weekly wage	
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Company stamp	
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Once completed and signed please hand this form back to the apprentice for them to return to the Council.

<p>DECLARATION - which must be completed by the employer or their representative I declare that the information given above is true and accurate to the best of my knowledge and belief. I undertake to notify the Revenues and Benefits Service of any change in circumstances which could affect this claim for Council Tax discount.</p> <p>Full Name on behalf of the employer: _____</p> <p>Position within the company: _____</p> <p>Signature _____ Date _____</p>
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***Please Note:** Where there is a legitimate reason to do so information which is collected for the administration of Council Tax may be shared with other departments within Sandwell Council.*