

ANGLIA REVENUES PARTNERSHIP APPEAL FORM

Title

Your 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

Post code

Daytime phone number

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

Their full name

Their address

Post code

Sign this box to authorise
This person to act for you

About the decision

Your claim number

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'.

CONTINUED OVERLEAF

- 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.

About 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.
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- If you need more space, use another sheet of paper.

Remember to put your name, NI number and claim number on any extra sheets of paper

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

➤ Send this form to Anglia Revenues Partnership, Breckland House, St Nicholas Street, Thetford, Norfolk, IP24 1BT

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