



Revenues Service  
P.O. Box 60  
Leeds LS2 8JR

Acct Ref No:

## Council Tax - Application for Apprentice Discount

You may get a discount if the apprentice is:

- employed to learn a trade, business, office, employment or vocation; **and**
- doing a program of training leading to a qualification accredited by the Qualifications & Curriculum Authority or the Scottish Vocational Educational Council; **and**
- receiving a salary (or allowance, or both) which is no more than £195 per week before deductions, and which is much less than he/she will earn when qualified.

If you think this applies, please fill in the application form on the back of this letter and send it back to us.

Please make sure you send us all the information and proof we have asked for. We will not be able to give any discount until we have received everything we need.

If you have any questions about the form, please contact us.

## Application for Apprentice Discount

1. Please give the address you are claiming the discount for.

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Please give your Council Tax account number.....

2. Please list all the people who live at the above address who are 18 or over.

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3. Which of the above people is the Apprentice?

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4. Please give the name and address of the Apprentice's employer.

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How much is the Apprentice's weekly wage (before deductions)? £.....

5. Is the Apprentice doing a course as part of his or her apprenticeship? Yes/No

Title of course .....

College / Awarding Body .....

When is the course due to end? .....

6. Please send us:

- a copy of the Apprentice's contract of employment;
- proof of his or her weekly wage (for example, a wage slip); and
- proof that he or she is doing the course in box 5 above.

7. **Declaration** - the person(s) named on the Council Tax bill must sign this declaration.

The information I have given on this form is true and complete.

Signature:..... Date: .....

Please give your daytime telephone number in case we need to speak to you about this application form

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*In line with Data Protection law, we may use information you give us to prevent or detect fraud or other crimes. We may also share it with other Council services or public organisations if they need it in order to carry out their legal duties.*