



If you are **not** receiving Housing Benefit/Council Tax Benefit please enclose your Child Benefit award letter showing your current address and the names of the children you wish to claim free school meals and uniform grant for.

- Income Support
- Income Based Jobseekers Allowance
- Income-Related Employment Support Allowance
- Child Tax Credit and income of less than £16,190 (but not if you are in work and receiving Working Tax Credit)
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration & Asylum Act 1999

Title		Surname	First Name(s)	Date of Birth	National Insurance Number

Title	Surname	First Name(s)	Date of Birth	National Insurance Number

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.....

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Postcode.....

Day time telephone number .....

Mobile number.....

Email address .....

[illegible][illegible]

**IMPORTANT:** If you require School Uniform Grant only and **not** Free School Meals please write '**NOT REQUIRED**' in this box.

### **BANK DETAILS:**

Uniform grant payments are paid directly into your bank account. We cannot pay into a Post office Account. If you do not have a bank account, payment can be made into a bank account of a person nominated by you to receive payment on your behalf.

Please enter your bank details or bank details of a nominated person: **DO NOT** enter details of a Post Office Account

Name(s) of account holder(s)


Name and Address of Bank/  
Building Society

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Sort Code

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Account Number

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Roll Number  
(where applicable)

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If a payment goes missing because you have entered incorrect details, you will need to wait until the payment is returned by the banking system before it can be reissued. **You must tell us immediately if your account details change.**

### **PARENT/CARER DECLARATION:**

Please read the declaration below. We will not be able to process your application without a signed declaration.

- I confirm that the information given on this form is complete and correct.
- I will inform you immediately if any of the details on the form change.
- **I will inform you immediately if my financial circumstances change.**
- I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement. I understand that the results of any free school meals eligibility check may also be used to assess my entitlement to receive a uniform grant and/or school transport if appropriate.
- **I understand that I will have to pay for the cost of the meals taken if I do not tell you about any change of circumstances and my child/ren receive free school meals that they were not entitled to.**
- I confirm that I will immediately return any payment that has been received in error.
- I understand that if a payment does not reach my bank account because incorrect bank details have been provided, I will not receive a new payment until the original has been returned to Knowsley Council.

### **Data Protection Act 1998:**

**The information that you give on this form will be used for the purpose of processing your application for free school meals and/or uniform grant. The Local Authority is under a duty to protect the public funds it handles and may use the information you have provided to prevent and detect fraud. We also share this information, for the same purpose, with other government departments that handle public funds.**

**Signature:** .....

**Date:** .....

When you have completed the form, sign it and bring it in with proof to one of our One Stop Shops or post the form to: Knowsley MBC, Benefits Section, Municipal Buildings, Cherryfield Drive, Kirkby L32 1TX.

**You can contact us by telephone on 0151 443 4042 if you need any advice.**

You can also get this information in other formats. Please phone us on 0151 443 4042, or email [benefits@knowsley.gov.uk](mailto:benefits@knowsley.gov.uk)