

# Warm Home Discount 2019-2020

## Application form for third party organisations

This form is for third party organisations that are helping a client/customer apply for the Warm Home Discount scheme. The customer **must** still sign the declaration to verify the application. Customers can apply for themselves at [sse.co.uk/whd](http://sse.co.uk/whd)

### Section 1 – How to qualify for the Warm Home Discount

Please tick the boxes to tell us what benefits you get to qualify for the Warm Home Discount.

If you get the main benefits **A** or **B**, then you qualify, and you don't need to tell us about any other benefits you might get.

If you get main benefits **C** to **K** then you must have a matching **additional benefit** as well. The coloured circles show which main and additional benefits match together. You'll only qualify for the Warm Home Discount if you get a matching pair. If you get a pair that match, put a tick in the boxes to show what benefits you get to qualify, then turn over to **Section 2**. If you don't get a matching pair of benefits, then you won't be able to qualify for the Warm Home Discount this year.

#### Main Benefits

**A** Free School meals for children born on or before 1 April 2011

**B** Pension Credit (not State Pension only)

#### Main Benefits

**C** Income Support

**D** Income-based Jobseeker's Allowance

**E** Income related Employment and Support Allowance

**F** Universal Credit, not in work or self-employed

**G** Child Tax Credit on an income of £16,190 or less (before tax)

**H** Universal Credit and has earned an income of between zero and £1,349 in at least one month during the period 01 April 2019 to 31 March 2020

**I** Incapacity Benefit

**J** Contribution based Employment and Support Allowance

**K** Working Tax Credit and income of £16,190 or less (before tax)

#### Additional Benefits

C	D	E	F	G	H	I	J	K		
●	●	●	●		●				War Disablement Pension	<input type="checkbox"/>
●									Incapacity Benefit	<input type="checkbox"/>
●	●	●	●	●	●		●		Disability Living Allowance	<input type="checkbox"/>
●	●	●	●	●	●		●		Personal Independence Payment	<input type="checkbox"/>
●	●	●	●	●	●				Child born on or after 1 April 2014	<input type="checkbox"/>
●	●	●	●	●	●				A pensioner premium (all rates)	<input type="checkbox"/>
●	●	●	●	●	●		●		A disability premium (all rates)	<input type="checkbox"/>
●									Severe Disablement Allowance	<input type="checkbox"/>
●	●	●	●		●				Industrial Injuries Benefit	<input type="checkbox"/>
●	●	●	●	●	●				Child Disability Living Allowance	<input type="checkbox"/>
●	●	●		●					Child Tax Credit which includes a disability element for a child born on or after 1 April 2000	<input type="checkbox"/>
●	●	●	●	●	●				A disabled child premium/addition	<input type="checkbox"/>
●	●	●	●	●	●				Child aged 18 years or under and in full time education born on or after 1 April 2001	<input type="checkbox"/>
●	●	●							Carers Allowance (when caring for someone who resides at the property)	<input type="checkbox"/>
		●							Support or work related activity component	<input type="checkbox"/>
			●		●				Limited capability for work element (with or without a work related activity element)	<input type="checkbox"/>
			●		●				Housing element	<input type="checkbox"/>
		●				●	●		Council Tax Reduction (not including single occupancy discount)	<input type="checkbox"/>
		●				●	●		Housing Benefit	<input type="checkbox"/>

#### For example:

If you get the main benefit **Income-based Jobseeker's Allowance (D)** then you need to get an additional benefit marked with the same coloured circle in the **D** column. So if you get **Disability Living Allowance** and ticked that box, then you'd qualify. But if you ticked **Incapacity Benefit** then you wouldn't qualify.

## Section 2 – Client details

Please fill in every box clearly, all in capital letters using black pen. The client must be currently supplied electricity by SSE for us to be able to process their application for the Warm Home Discount Scheme.

### Third party organisation's details

Name of organisation

Name of staff member

Position in the organisation

Phone number

Landline

Email address

Address of organisation

Postcode

It's your responsibility to make sure the client meets the eligibility criteria and later you may need to send proof to show this. Every application is checked and if the client is not currently supplied by us or if insufficient proof of eligibility is sent, then the application will be declined. Please confirm that the client's electricity is supplied by SSE.

Staff member's signature

### Account holder details

Please fill out these details about the account holder

Title (Mr, Mrs, etc)

First name(s)

Last name

Electricity account number

Full Address

Postcode

### Benefit claimant details

The benefit claimant is the person who gets the benefits you ticked in section 1. They must be the account holder or partner of named account holder to qualify for the Warm Home Discount.

Please fill out these details about the benefit claimant

Title (Mr, Mrs, etc)

First name(s)

Last name

Date of birth (dd/mm/yyyy)

Phone number

Landline

Mobile

Email address

## Section 3 – Declaration

By signing this declaration I agree that SSE Energy Services Group Ltd (which is operated by the following data controllers: SSE Electricity Limited and Southern Electric Gas Limited) can:

- ask the Department for Work and Pensions and Auriga Services Limited to confirm whether I am in receipt of a qualifying benefit;
- check to make sure I have not already been paid a Warm Home Discount payment for 2019/20;
- offer other forms of assistance relevant to my circumstances at its discretion;
- use the information provided by me for the purposes of internal or external audit.

And, I confirm that:

- the Benefit Claimant is the Account holder, or the partner of the account holder.

### Faster Automated Processing

To speed up the processing of your application form we have introduced an automated process. This means with your consent, our computer system will match the benefits you have ticked on your application form to check whether you meet the criteria required to receive the discount. The criteria are described at the top of the application form. If the outcome is not a match and it is deemed you are not eligible to receive the discount, you can appeal the decision and request that one of our agents manually checks your eligibility.

- Please tick this box to give permission for SSE Energy Services Group Ltd to use an automated process to assist with your application. You can withdraw your consent at any time.

#### Electricity Account Holder

Full name

Signature

Date

dd/mm/yyyy

 /  / 

#### Benefit Claimant (if a different person)

Full name

Signature

Date

dd/mm/yyyy

 /  / 

You can write to us at the address below at any time to withdraw your consent. If you withdraw your consent before the Warm Home Discount is paid, you will not receive this discount unless you provide us with satisfactory evidence of your eligibility, and reconfirm your consent. **We can only process application forms that have been completed in full and have a valid signature.** The Warm Home Discount scheme for 2019/20 may have to close at short notice. Please return your completed and signed form as soon as possible.

[Send your form back to us](#)



**Warm Home Discount, Grampian House, 200 Dunkeld Road, Perth, PH1 3GH**

Once you've filled in the form, post it back to this address – it's freepost so you don't even need a stamp.