

When reporting a fraudulent claim it is important to give the investigating officers as much information as possible.

## If possible tell us:

**(Additional information may be needed dependent on the type of fraud being committed – though the list below isn't exhaustive please read carefully to see what the officers will need depending on the type of fraud)**

- Full name and address of person alleged to be committing benefit fraud
- Type of alleged benefit fraud being committed - eg working & claiming, not declaring resident partner or other adult, not living at address or sub-letting, other monies coming in or bank accounts held, or property owned
- Full description(s) of persons involved - eg height, build, hair colour - length and style, eye colour, distinguishing marks - e.g. tattoos, birthmarks, or scars, habitual dress worn - e.g. ground-worker wears work-boots, jeans and lumberjack shirt every day

## People working and claiming benefit

- Full name & address of employer
- How long person has worked there?
- Type of work done? - Number of hours? - Level of earnings?
- Times person works
- Are any work clothes worn - description
- Is company vehicle used

## People not declaring a partner living with them

- Full name and description of alleged partner
- Date of birth or National Insurance number known?
- How long has alleged partner been resident
- If alleged partner works, full name and address of their employer, plus times they work. Any work clothes worn, do they have company vehicle?
- If alleged partner is known to be on benefits, do they know from what address they claim benefits from and what benefits are claimed?

## People not living at an address

- How long the person has not been resident?
- What address the person is actually living at?
- Name of householder there?
- Have all belongings been removed from address?
- Does anyone visit to pick up post at address? - When and how often?

## People not declaring other money and assets owned

- Type of capital? Bank accounts, house, unit trusts, stocks, shares or premium bonds
- Which bank
- Full address of property(s) owned? - is there any mortgage on address? - How much is outstanding? - Whose name is mortgage in? - Which lender is it with?

- If other property owned, is it rented out? - To who? - How long has it been rented out? - Any other tenant's names? - Amount of rent charged?
- How long these have been held/owned by person?

### **People not declaring other income**

- What type of income is it? - Private pension / other benefits ?
- How much? - How long have they been receiving it? - From who?

### **People not declaring other adults (not their partner) living with them**

- Full name(s), date(s) of birth, and National Insurance numbers of person(s) resident
- How long resident? - Address moved there from?
- Working or claiming benefits? - full employer details
- If working, the times they work?
- How known to benefit customer? - Friend, relative?
- Do they pay rent to stay there? - What is the arrangement?

### **Landlords**

We must not discount the fact that landlords could be involved in the report of possible fraud.

If you know or suspect a landlord to be involved in the alleged fraud please provide as many details as you can to substantiate this.

### **Employers**

Employers can sometimes collude with employees, so that the employee can abuse the benefits system.

Please provide us with as much evidence as possible, if you are aware this is happening.

Employer name, address, premises used, vehicles used, as many employee names as you can, suppliers or customers that employees may deal with regularly.

### **Vehicles**

Please provide the make (e.g. Ford) model (e.g. Mondeo) colour and registration of vehicle(s) being used.

If a vehicle has signs, markings or business details on it, please ensure these are also given