

# Confirmation of Council Tax Status

## Apprentices

### Section1: Applicant Details

(Apprentice)

| Question                                              | Answer |
|-------------------------------------------------------|--------|
| Name of applicant                                     |        |
| Home address (inc. postcode) of applicant             |        |
| How many adults over 18 live in the applicant's home? |        |
| Qualification on completion                           |        |
| Council Tax reference                                 |        |

### Declaration

The information on this form is true and correct. I understand that it is an offence to knowingly make a false statement. The penalties include prosecution for fraud. I understand that enquiries may be made to verify the information given.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Section 2 – Employer details

| Question                                | Answer |
|-----------------------------------------|--------|
| Name                                    |        |
| Job role                                |        |
| Address of employer                     |        |
| Date apprenticeship started             |        |
| Date apprenticeship will end            |        |
| Gross weekly wage (current)             |        |
| Gross weekly wage (after qualifying)    |        |
| Date gross weekly wage will exceed £256 |        |

### Declaration

I confirm that the applicant is employed by this organisation for the purpose of learning a trade, business, profession, office, employment or vocation, and that the qualification is accredited by the Qualifications and Curriculum Authority (QCA) / Scottish Qualifications Authority (SQA).

I confirm the apprentice is employed at a salary or in receipt of an allowance which is in total no more than £256 per week, and which is substantially less than the salary likely to be received on qualification. **I have included a pay slip showing the apprentice's earnings.**

Signature \_\_\_\_\_

Institution Stamp

Date \_\_\_\_\_

**Return this to: Midlothian Council, PO Box 12956, DALKEITH, EH22 1YB**

**General Data Protection Regulation** - We are asking for this information in accordance with provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and Data Protection Act 2018. We will use this information to help us determine your liability for and to collect your Council Tax. More information at [www.midlothian.gov.uk/privacy](http://www.midlothian.gov.uk/privacy)

**Guidance:**