

ANONYMOUS REFERRALS

Date received		Taken by	
Claimant Details:		Partner Details:	
Name		Name	
NINO		NINO	
DoB		DoB	
Address			
Postcode			
HB Ref			

Type of fraud (please tick)	Suspected length of time of fraud has been committed.	Go to Section
Living Together		One & Two
Working and Claiming		Two
Non declared capital/other income		Three
Non residency		Four
Non-dependants		Five & Two
Contrived Tenancy		Six
Other		Seven

Section One – Living Together

If living together allegation, name of the partner, date of birth or approximate age, are they able to give a description of the partner, what is their income, do they work?

Do the couple have children together? Their names and ages.

When did the partner move in and is a previous address known
Description of alleged partner?
Section Two – Working and Claiming
Who is working? Claimant Partner Non Dep – give details/description -
Name and address of employer and type of work done
Time claimant/partner/non dep leave for and arrive home from work, do they work shifts. Do they wear a uniform or a particular style of clothing for work?
Means of travel, bus/car/walk/ train. If have own vehicle, make model colour and registration number. Do they get picked up, if so, details of this.
Section Three – Non declared capital/income
If capital, where this is held (name of financial institution), where did it come from (such as house sale/inheritance/savings etc), if land other property, location address, is it empty/let – any other parties involved?

If other income, type of income such as private pension, who is provider, how often it is paid, amounts involved?

Section 4 – Non residency

How long has the claimant been left the property? Current whereabouts if known, do they return to the property to collect post?

If private landlord is any fraud on the part of the landlord suspected? If so give details

Section Five – Non Dependants

Name and description of non dep

Previous address if known

Source of income (if working see Section Two).

Section Six – Contrived Tenancy

Who is involved/ details of the fraud? Landlord/family member, take details, if suspect LT with landlord go to Section one.

Connection to any other properties

Section Seven – Any other Frauds/ additional information

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.When information taken;

- Have they reported the case to the DWP, if not they don't have to, we will do this.
- Thank the caller. Ask if they will give their name and/or telephone number so we can contact them if necessary. Reassure caller that all information is kept strictly confidential.

Contact Details

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- If any further information comes to light ask caller to let us know.
- Pass referral to Investigations Section.

For Investigation Officers use

Received

Ack/d Receipt

Decision – Taken on for investigation/Referred to DWP/Not taken on/No action necessary

Other comments;