

# Council Tax Exemption Form

Self Declaration Form for:

- **Wolverhampton**
- **Sandwell**
- **Coventry**
- **Solihull**
- **Dudley**

What you need to do:

- 1) Fill out the appropriate form for the area you live (*on the reverse*).
- 2) Log in to your [www.my.bham.ac.uk](http://www.my.bham.ac.uk) account to check that you/and other housemates have the current address as 'term-time'. (*Click on the 'my programmes' tab and then 'online registration'*).
- 3) Post the completed form to the appropriate council (*see below*).

What happens next?

- The University sends the address that you have registered as your current term-time address every week to the above Councils.
- The Council will receive your form, and locate your name on the file which the University of Birmingham has sent.
- This will exempt full-time students attending the University of Birmingham.

Please note:

If you live with a student who attends another institution, they must include a form/letter which that institution provides. This form will only exempt full-time students who attend the University of Birmingham.

For further information regarding council tax, please visit: [www.as.bham.ac.uk/faq/counciltax.shtml](http://www.as.bham.ac.uk/faq/counciltax.shtml)

Address to return completed form:

**Sandwell:**

Sandwell Council House  
Freeth Street  
Oldbury  
West Midlands  
B69 3BS

**Dudley:**

Revenue Services  
PO Box 3, Council House  
Priory Street  
Dudley  
West Midlands  
DY1 1HG

**Wolverhampton:**

Local Taxes Division  
Wolverhampton City  
Council  
P.O. Box 250  
Wolverhampton  
WV2 1AX

**Coventry:**

Council Tax Team  
Council House  
Earl Street  
Coventry  
CV1 5RR

**Solihull:**

Revenue & Benefits  
PO Box 1761  
Solihull Council  
Solihull  
West Midlands  
B91 9RR

### Council Tax Exemption Self Declaration Form

**Provided for students living in the following council areas:**

**Sandwell, Coventry, Dudley, Solihull, and Wolverhampton.**

Name	
University ID number	
Date of birth	
Tenancy start date and length of tenancy	

**I certify that I am currently resident at the address below:**

Post Code	

Name of Landlord	
Contact details (if available)	
Type of tenancy (individual agreements or joint tenancy)	

I confirm that I have entered my term-time address correctly within the registration pages on [www.my.bham.ac.uk](http://www.my.bham.ac.uk) including the correct postcode (available at [www.royalmail.com](http://www.royalmail.com)) and understand that these details will be provided to the council for the purposes of council tax exemption.

I confirm that I am a full-time student at the University of Birmingham.  
Confirmation of my student status has been provided directly to the relevant council by the University of Birmingham.

**Other adult residents (students or otherwise) at this address:**

Name	Student (Y/N)	University ID number	Name of educational establishment	Tenancy start date	Length of tenancy

Signed	
Date	

The University of Birmingham provides details of all full-time registered students to local councils for the purposes of council tax exemption. This is done on a monthly basis and it is the student's responsibility to ensure that their details are accurate and up-to-date. Students can update their personal and address details throughout the year on the registration pages at [www.my.bham.ac.uk](http://www.my.bham.ac.uk). If you suspend or withdraw from your programme of study, your details will no longer be supplied to the local council and from the date that you leave the University of Birmingham you will become liable for council tax.

**Please complete this form and return it to the relevant local council.**

If you have any queries relating to council tax exemption please submit an online query to the ASA Enquiry Counter at: [www.as.bham.ac.uk/help](http://www.as.bham.ac.uk/help)