

Timetable for the NFI Council Tax Single Person Discount 2023/2024 exercise

The Cabinet Office requires Council Tax (CT) and Electoral Register (ER) data, for the 2023/24 council tax single person discount matching, to be submitted from **Thursday 30 November 2023**.

Stage	Date	Notes
Upload Council Tax data and Electoral Register data to the NFI RECHECK web application	From Thursday 30 November 2023	Matches will normally be available as soon as both datasets are successfully loaded and the privacy notice compliance declaration has been completed in the web application.
Official deadline for submission	Friday 19 January 2024 ¹	This is the date set by NFI as being the official end of the exercise. This date is set so that all CT and ER data received is collated and the ReCheck and AppCheck data pots can be refreshed. Data is accepted after this date but it may be reported externally as being late unless a valid reason is provided.
NFI matches available	Immediately after the upload of both datasets	

¹ A series of reminders will be sent from this date copying in your NFI Senior Responsible Officer.