Council Tax Reduction Scheme (CTRS)

Requirements

- CTRS may be administered within the revenue and benefits system or a stand-alone system.

- Data submitted should meet this data specification i.e. include all of the field names listed below.

- Only current/live accounts where Council Tax Reduction is being applied should be provided.

Field	Data Format	Comments
Account Reference	Character	
Unique property reference number (UPRN)	Character	A Unique Property Reference Number (UPRN) should be included even if your file is only partially populated.
Claimant Title	Character	
Claimant Surname	Character	
Claimant Forename	Character	
Claimant Middle name or middle initial	Character	
Claimant National Insurance Number	Character	
Claimant Date of Birth	Date	
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Council Tax Reduction start date	Date	
Council Tax Reduction expiry date	Date	
Council Tax Band	Character	A to H (A to I in Wales)
Council Tax Amount	Numeric	Weekly amount

Field	Data Format	Comments
Amount of Council Tax Reduction (not including any other discounts or exemptions)	Numeric	Weekly amount
Claimant Income from Earnings	Numeric	Weekly amount
Claimant Capital/Savings declared	Numeric	Total amount declared
Claimant Occupational Pension income	Numeric	Weekly amount
Claimant Pension Credit Savings Credit income	Numeric	Weekly amount
Claimant Pension Credit Guaranteed Credit income	Numeric	Weekly amount
Claimant Pension Credit Guaranteed Credit income Flag	Character	Yes or No
Claimant Income Support income	Numeric	Weekly amount
Claimant Income Support income Flag	Character	Yes or No
Claimant Job Seekers Allowance income	Numeric	Weekly amount
Claimant Job Seekers Allowance income Flag	Character	Yes or No
Claimant Employment Support Allowance (ESA) income	Numeric	Weekly amount
Claimant Employment Support Allowance (ESA) income Flag	Character	Yes or No
Claimant Student Flag	Character	Yes, No, Unknown
Partner Title	Character	
Partner Surname	Character	
Partner Forename	Character	
Partner Middle Name	Character	
Partner Data of Birth	Date	
Partner National Insurance Number	Character	
Partner Income from earnings	Numeric	Weekly amount
Partner Occupational Pension	Numeric	Weekly amount