# 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 |