

Council Tax Exemption Procedure for University of Manchester students

Moving In

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|-----|-----|-----|-----|-----|-----|-----|-----|
| | | M1 | M4 | M8 | M9 | | |
| M11 | M12 | M13 | M14 | M15 | M16 | M18 | M19 |
| | | M20 | M21 | M22 | M23 | | |
| | | | M40 | | | | |

If you live in one of the above postcode areas

- 1) Notify Manchester City Council by completing the online form:
https://www.manchester.gov.uk/info/500334/students/5783/money_off_council_tax_for_students_and_people_who_live_with_students
- 2) Tell your house mates to complete the online form to claim their exemption/reduction.

If you do not live in one of the above postcode areas and/or you are an international student with dependants

- 1) Get a paper certificate from Student Services for 'council tax exemption'.
- 2) Notify the local council by completing their online forms:

Manchester City Council

https://www.manchester.gov.uk/info/500334/students/5783/money_off_council_tax_for_students_and_people_who_live_with_students

Salford City Council

<https://salford.erevenues.co.uk/rev/studentStart>

Stockport City Council

<https://www.stockport.gov.uk/exemptions/how-to-apply-exemption>

Trafford Borough Council

<https://www.trafford.gov.uk/residents/benefits-and-council-tax/secure/council-tax-change-moving-into-trafford-form.aspx>

Other councils

Notify the local council by either calling your local council, or search on the web '[name of your council] student council tax exemption' for the online form (if there is one) or instructions on what to do.

- 3) Send/upload a copy of your paper certificate to your council.
- 4) Tell your housemates to complete the online form to claim their exemption/reduction.

Moving Out

1) You will generally need the following information:

- the names of the people leaving the property
- your account reference number
- the property address
- the date you left the property
- your new address
- who the landlord is
- you will also need to state that you are renting a property

2) Notify the local council by emailing them the above information:

Manchester City Council

Email ctax.enquiries@manchester.gov.uk using your council tax reference as the subject.

Salford City Council

Complete the online change of address form at:

https://salfordcc-self.achieveservice.com/service/Council_Tax_Change_of_address

Stockport City Council

Complete the online change of address form at:

<https://www.stockport.gov.uk/start/change-of-address-form>

Trafford Borough Council

Complete the online change of address form at:

<https://www.trafford.gov.uk/residents/benefits-and-council-tax/secure/council-tax-change-moving-out-of-trafford-form.aspx>

Other councils

Notify the local council by either calling your local council or search on the web '[name of your council] council tax move out' for the online form (if there is one) or instructions on what to do.