



District Council

Housing Benefit/Council Tax Reduction Change of Circumstances

If you have a change in circumstances it is your statutory duty to notify the Benefit's Team immediately. Any changes must be reported within one month of them happening or you may lose benefit. Please use the other side of this form to tell us about any changes.

It is a criminal offence not to report your change in circumstances and action could be taken against you or people you claim for.

If you are receiving Pension Credit Guarantee or Savings you need to report most changes in your circumstances to the Pension Service on telephone number: (0845) 6060265. However you must tell us if;

- Your rent increases or decreases
- The terms of your tenancy change or your tenancy ends
- You or your partner are going to be absent from your home if it's likely to be over 13 weeks
- You or your partner are admitted to hospital
- The membership of your household changes
- Your Child Tax Credit changes
- Your capital increase over £16,000 (this is only if you receive Pension Credit Savings)
- You start or stop receiving Pension Credit (Guarantee or Savings)

Examples of changes you should notify if you are not in receipt of Pension Credit Savings or Guarantee (these are just examples - if you are unsure about whether you need to tell us please contact us for advice. Telephone numbers are overleaf).

- You start or stop receiving any benefit or income, or have an increase or decrease in any income or benefit eg Working Tax Credit, Child Tax Credit, Incapacity Benefit, Employment and Support Allowance, Disability Living Allowance, Attendance Allowance, maintenance
- You start, stop or change employment or self-employment
- You have an increase/decrease in Income (eg change to your rate of pay, number of hours worked, self-employed income, maintenance, pension)
- You start or stop receiving Universal Credit or the amount you receive changes.
- Your Savings Increase/decrease
- You start or stop receiving Income Support/Job Seekers Allowance/Pension Credit (Guarantee or Savings)

Household Details

- You are/have become a member of a Civil Partnership, or a same-sex couple who have not formed a Civil Partnership, but are living together
- Someone comes to live with you or moves out
- Someone living with you has a change in circumstances/income
- You are admitted or discharged from hospital
- Birth of a child, or you stop receiving Child Benefit for one or more of your children

Accommodation

- Your rent Increases/decreases.
- You move house (date of moving and new address). Please ask for a new benefit claim form if you wish to claim at your new address.

Change in Circumstances Form

Keep this form to report any changes in your circumstances when they happen. If you are in any doubt complete the form and return it as soon as possible.

If you require any help regarding your Housing and Council Tax Reduction please contact the Benefits Team on; (01768) 810066.

Your Name:

Your Address:

Your Benefit Reference Number:

Date of Change:

Details of Change:

You must send **original documents** to prove any change in your income, savings, accommodation or the circumstances of other people in your home. If you cannot provide proof of the change now you should still report the change immediately by completing and returning this form. Please give an indication of when you will be able to provide proof of the change, and send the proof as soon as you can. We will write to you if we require any additional information.

DECLARATION

Please read this declaration carefully before you sign and date it

- **I declare** that this change is the only change in my circumstances to be reported at this time.
- **I understand** that if I give false information action may be taken against me under the 1992 Social Security Administration Act or the 1968 Theft Act.
- **I agree** that you may check any of the information I have given. This may include my bank, building society, the Department for Work and Pensions.
- **I know** that I must let the Benefits Team know **straight away** in writing about any further change in my circumstances or the circumstances of anyone who lives in my household. If I delay or fail to tell you about a change in circumstances then I may lose money, have to pay benefit back, and may be prosecuted.

Your Signature: _____

Date: _____