



Housing Benefit and Council Tax Support Changes in your circumstances

The benefit and support you have been awarded is calculated on a weekly basis depending on your income, savings, the number of people in your household and the rent/council tax you pay.

You must report any changes in your circumstances to the Council's Benefit Service immediately.

If you receive Income Support/Job Seekers Allowance you must report any changes to both the Council and Job Centre Plus.

Some examples of changes that must be reported are shown on the other side of this form. You can use this form to report a change.

Please enter your name and address below with a description and date of the change.

Name

Address

What is the change?

What is the date of the change?

Please enclose original documents showing proof of the change

Signature

Date

If you do not tell us about a change in your circumstances, we may prosecute you.

Examples of changes that must be reported

- If you or your partner stop or start work, even if you get less money.
- If you or your partner go into hospital.
- If the rent you are charged by your landlord changes.
- If you or your partner's wages go up or down.
- If you or your partner's savings change.
- If you are awarded or have a change in a private or occupational pension.
- If you marry, separate or divorce.
- Any changes in payments received from sub-tenants, lodgers or boarders.
- If there is a change in the number of people who live with you.
- If you become entitled to or lose entitlement to any state benefits including any disability allowances.
- If any of your children leave school or you have another child.
- If other adults living with you start or stop working.
- If the wages of other adults in your house go up or down.
- If you or your partner stop or start receiving Income Support or Income Based Jobseekers Allowance.
- If you or your partner receive any payments for backdated awards of pensions, benefits or any other lump sums.

It is important that you report a change from **Income Support** to **Jobseekers Allowance** immediately because this may affect the amount of Housing or Council Tax Benefit awarded.

It is not the responsibility of the Job Centre Plus to report this change. YOU must report any changes to Dacorum Borough Council.

You must also tell us if any benefits you get for sickness, disability, maternity, start or stop or increase, even if you get money from another benefit. This is important because there are time limits for making claims. Please tell us at once about any changes and we will tell you if you need to make a new claim.

These are only examples of changes that may affect your benefit. Please write to us immediately if there is any change in your financial or family circumstances.

If you do not tell us about a change in your circumstances, we may prosecute you.

Issued by

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