



Housing benefit and council tax benefit Change of circumstance form

If your circumstances have changed, please complete and return this form to us as soon as the change takes place or you know that a change is going to happen. If your circumstances have not changed, you do not need to complete this form. Your benefits may be affected if you do not tell us about changes in your circumstances.

Not sure what to report?

You must report any changes to your circumstances as this may affect your benefits. If you are unsure about what changes to report, please call **0800 072 0042** or ask at a benefit reception office and we'll be happy to help.

Returning the form

If you need to complete this form, please return it to us when you have filled it in. Post it to: **Westminster Benefits Service, PO Box 82, Erith DA8 1WJ**. Or give it to a member of staff at one of our benefit reception sites. The addresses are:

180 Vauxhall Bridge Road, London SW1 1ER
101 Orchardson Street, London NW8 8EA

Your first name and surname (family name)

Your housing and council tax benefit reference number

Your address and postcode

Your contact number

Your e-mail address



CS-50-S-1208

cityofwestminsterbenefits@capita.co.uk
www.westminster.gov.uk



City of Westminster





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When did the change happen?

(For example the date you moved, or your income changed, or your rent changed.)

What has happened? Please give full details

(For example, a move, income change, rent change, someone moving in or out of your home.)

Please remember to include proof of the change (*see below*).

Based on your new circumstances, do you want to continue claiming housing benefit or council tax benefit?

Please tick to answer Yes No

The information I have given on this form is correct and complete.

Your signature

Date

Please provide proof of the change: for example, show us your payslips, landlord's letter, bank statements, proof of new benefits, or other relevant official documents. We can only accept original documents, not photocopies. If you cannot get proof straight away, please send this form now and send us the proof within one month.

This form is also available in large print and Braille on request.

