

CHANGE IN CIRCUMSTANCES FORM FOR HOUSING BENEFIT AND/OR COUNCIL TAX SUPPORT



**Please complete this form if there has been a change in your circumstances.
If you do not need to use this form now please keep it in a safe place for use later.**

- Your entitlement to Housing Benefit/Council Tax Support is based on the information you provided on your original application form, or any updated details you sent us since that time. The details used in the benefit calculation are shown in your notification letter.
- During the lifetime of your benefit claim, your details may change and this may affect the amount of benefit you are entitled to.
- It is important to let us know of any changes so that we can pay you the correct amount of benefit.
- If any change occurs, you can use this form to tell the Benefits department, about it. **You still have to tell us about any change, even if you have already told someone else such as the Department for Works and Pensions, or any other Council department.**

Name:	E-mail Address:
Address:	Telephone Number:
Post Code:	Reference Number/NINO:

Details of Change	Date of Change

Declaration

- I declare that the information submitted on this form and any attached document and/or statement to be true to the best of my knowledge.
- I consent to the council making any enquiries that it considers necessary.
- I understand that anyone who dishonestly obtain benefits may be prosecuted, and that any money that has been overpaid will be recovered.
- If the change in circumstances results in the termination of my current award, I still wish to claim HB/CTS.
- Please accept this form as my notification to claim Council Tax Support should the change that I am reporting make me entitled.

Signature:

Date:

Examples of changes in circumstances you should tell us about:

- Changes to income including the start of a new benefit or a benefit ending
- Changes to capital/savings
- Changes to the income of any adults or children living with you including the start of a new benefit or a benefit ending
- You or your partner or any other adults that live with you stops getting Income Support or Job Seekers Allowance
- Changes in the number of people that live with you
- Any of your children leave school or college
- You or your partner or someone living with you starts work
- You or your partner or someone living with you becomes a student or stops being a student
- Changes to your tenancy or rent (but not if you are a council tenant)

Please provide evidence to support your change:**Change in earnings**

2 x monthly payslips or 5 x weekly payslips to cover the period of change.

Change in benefits

Notification letter from the relevant department.

Changes in saving and capital

Bank statements covering transactions of the last eight weeks period.

Change in the household

Full details, including name, date of birth, date moving in and/or out of this person. Also, evidence of their current income/benefit.

For students, please provide valid student certificate or confirmation from the college or university.

Changes in rent

Notification of rent increase or decrease.

Tenancy agreement.

Please return by post to:

H&F Direct
1st Floor, Town Hall Extension
King Street,
Hammersmith
London W6 9JU

Or return by hand to:

Document Drop Off Point
H&F Direct
King Street
Hammersmith
London W6 9JU
Opening hours: Monday-Friday 9am-4pm

How to contact us:

Telephone: 020 8753 6681 Monday - Friday 9am to 5pm

Typetalk: 0800 500 888

To discuss your claim face to face with a Benefit Advisor please book an appointment using our website: www.lbhf.gov.uk/benefits

Alternatively you can check the status of your claim online by creating and logging in "my account" on our website: www.lbhf.gov.uk/myaccount