

A change of circumstances form for:

- Housing Benefit
- Council Tax Reduction Scheme
- Second Adult Rebate



Name:
Address and postcode:

Address you are claiming or applying for:

If you are in receipt of Universal Credit housing costs you should also contact the DWP.

You must fill in and return this form immediately.

If you delay, we will suspend or may stop paying your Housing Benefit or Council Tax Reduction.

You must fill in this form because your circumstances have changed and this may affect your Housing Benefit or Council Tax Reduction (or both). We (the Revenues and Benefits Service) must make sure that any award of Housing Benefit or Council Tax Reduction is correct.

Please fill in this form **immediately** so that we can carry out this check. Only fill in the parts of the form which are relevant to your change of circumstance. If you are not sure which parts of the form to fill in, please contact your local office. If you have any questions or you cannot return this form or provide the evidence we need straight away, contact us immediately. Our contact details are on page 4 of this form.

If you are housebound and you need us to visit you at home to help you fill in this form, please contact **0300 300 0204** (Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm).

For office use only

Application or claim number:	Date issued: / /
Council Tax number:	Date received: / /

Notes for filling in this form

About Housing Benefit and Council Tax Reduction Scheme

Housing Benefit can pay all or part of your rent. It may also give you some extra money towards things you have to pay for, like cleaning shared areas. Council Tax Reduction can reduce all or part of your Council Tax. It cannot help with charges for water and sewerage set by Scottish Water.

Second Adult Rebate

Second Adult Rebate is awarded under the Council Tax Reduction Scheme for people who may not have a partner but who share their home with someone who:

- is 18 or over;
- is on a low income; and
- does not pay them rent.

We need proof

We need to see proof of some of the things you write about on this form.

There is a checklist in part 15 of the form to help you. If you are not sure if we need to see proof of something, get in touch with us. We will tell you what we need to see. We cannot pay you Housing Benefit or grant you Council Tax Reduction until we have seen the proof we have asked for.

Filling in the form

If you have a sight difficulty and want this information in another format, please contact your local office. Use black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Answer No or Yes questions by putting a tick in the relevant box. If you are picking an answer from a list of answers, tick the appropriate box.

If someone else fills in the form for you there is a special space for them to sign (see part 12).

If English is not your first language and you need help filling in the form, we may be able to help you.

Please contact us on 0300 300 0204 (Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm).

If you need help to fill in the form

If you need any help, contact your local office.

The addresses and phone numbers are listed on page 4. Or you can get in touch with an organisation like Citizens Advice. You can find their phone number and address in the business numbers section of your local phone book.

What to do next

When you have filled in the form, sign it and send it to us (Benefits Service) with the proof we need to see. Or you can take the form and proof to your local office. Do not send valuable items such as bank books or passports in the post. Bring them to your local office and we will get the information we need and give them back to you. If you cannot get the proof we need straight away, do not worry. Send the form to us (without the proof) and let us know that you will be sending some proof as soon as possible. If you do not send the form to us straight away, you may lose Housing Benefit or Council Tax Reduction.

How to contact us

Please see the list of contact details on page 4 of this form.

Notes for filling in this form (continued)

Changes you must tell us about

The rules for Housing Benefit and Council Tax Reduction are different from the rules for other benefits and credits. You must tell us (Benefits Service) if:

- your income or the income of anyone living with you, including benefits, changes;
- any of your children leave school or leave home;
- your investments or savings change by more than £200;
- you, or anyone living with you, get a job, leave or change job, become a student, go on a youth training scheme, go into hospital or a nursing home or go into prison;
- anyone moves into or out of your home (including lodgers and subtenants);
- your rent changes;
- you move;
- you receive any decision from the Home Office;
- you or your partner are going to be away from home for more than a month; or
- anything else you have already told us about has changed.

You can tell us about these changes in writing or by phone. If you report your change by phone you will still be asked to confirm this change in writing.

If you don't tell us about these changes, you may lose some of the Housing Benefit or Council Tax Reduction you are entitled to, or you may get too much.

Don't rely on someone else to pass the message on. It is an offence not to tell us about any change of circumstances that affects your Housing Benefit or Council Tax Reduction. We may take action against you and, if we pay or grant too much, you will have to pay it back.

If you are not sure about what to tell us, please contact one of the offices listed on page 4 for advice.

How we collect and use information

We will use information you have given in the form and any supporting evidence you send us to process your claim for Housing Benefit or your application for Council Tax Reduction (or both).

We may pass the information to other agencies or organisations such as the Department for Work and Pensions, HM Revenues & Customs, the Scottish Government and housing associations.

We may check the information you have provided, or information someone else has provided about you, against other information we already have. We may also share the information with other council departments and other agencies, including the Department for Work and Pensions, HM Revenues & Customs and housing associations, to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

We may also ask other agencies, organisations, local authorities or government departments to give us information for these purposes and we may ask your employer for details of your employment which could be relevant to your application or claim.

We will not give information about you to anyone else, or use information about you for other purposes.

Notes for filling in this form (continued)

Your vote

If you want to be able to vote in local or general elections, you will need to make sure you are registered. Thanks to the new rolling-registration system, you can now register at any time. You can also take your vote with you to your new address. Don't wait until an election is called - make sure you **register to vote now**.

Voting contact details:

Electoral Registration Officer
Robertson Centre
Glasgow Road
Paisley
PA1 3QF

Phone: 0300 300 0150
(Monday to Thursday 8.45am to 4.45pm,
Friday 8.45am to 3.55pm)

Where to go for help and advice

Council staff at the offices listed below can give you help and information about your Housing Benefit claim and Council Tax Reduction application.

Visit us at:

Renfrewshire House
Cotton Street
Paisley
PA1 1AD

Monday to Friday, 8.00am to 6.00pm

Johnstone Neighbourhood Office
Floors Street
Johnstone
PA5 8TN

Monday to Thursday, 8.45am to 4.45pm
Friday, 8.45am to 3.55pm

Renfrew Neighbourhood Office
Renfield Street
Renfrew
PA4 8RN

Monday to Thursday, 8.45am to 4.45pm
Friday, 8.45am to 3.55pm

Write to us at:

Renfrewshire Council
Benefits Service
Renfrewshire House
Cotton Street
Paisley
PA1 1AD

Phone us on:

0300 300 0204 for all enquiries (Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm).

Email us at:

benefits.finit@renfrewshire.gov.uk

Advice Works can offer a full benefit check to make sure you are claiming all the income you are entitled to. To find out more, contact our helpline or come to one of our drop-in sessions. For more details, phone us on **0300 300 1238** (Monday to Friday 10am to 4pm).

Part 1 About you and your partner

If you have a partner, you must answer all the questions about them, as well as yourself.

	You	Your partner
First name	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
National Insurance (NI) number	Letters <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>	Letters <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>
Phone number	<input type="text"/>	<input type="text"/>
Your email address	<input type="text"/>	<input type="text"/>
Have you or your partner moved home since you last claimed Housing Benefit or Council Tax Benefit or applied for Council Tax Reduction?	No <input type="checkbox"/> Go to part 2A . Yes <input type="checkbox"/> Tell us below who moved, the date they moved and where they moved to and from.	

Did you or your partner own your last home?

No

Yes If yes, please provide evidence of the money made from the sale (for example, a solicitor's letter).

Part 2A About children and young people who live with you

Have the circumstances of a child or young person changed since you last claimed Housing Benefit or Council Tax Benefit or applied for Council Tax Reduction?

No Go to **part 2B**.
 Yes Answer the following questions.

What changed?	How did it change?	Date of change

Has a child or young person moved into or out of your home since you last claimed Housing Benefit or Council Tax Benefit or applied for Council Tax Reduction?

No Go to **part 2B**.
 Yes Tell us below who moved and where they moved to and from.

Part 2A About children and young people who live with you (continued)

Please list below the details of any child or young person who has moved into your home and who you receive Child Benefit for. You must provide evidence of Child Benefit.

	First child	Second child	Third child
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
The child's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.
Does the child get Disability Living Allowance or Personal Independence Payment?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much each week?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much each week?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much each week?
Care	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Mobility	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

Part 2B About other people who live with you

Have the circumstances or income of any other people changed since you last claimed Housing Benefit or Council Tax Benefit or applied for Council Tax Reduction?

No
Yes Answer the following questions.

What changed?	How did it change?	Date of change
<input type="text"/>	<input type="text"/>	<input type="text"/>

Has anyone moved into or out of your home since you last claimed Housing Benefit or applied for Council Tax Reduction?

No Go to **part 3A**.
Yes Tell us below who moved, the date they moved and where they moved to.

	Name	Date of birth	Date of change	Their new address
Person 1	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
Person 2	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

Part 2B About other people who live with you (continued)

Please list below the details of any person who has moved into your home.

	First person	Second person	Third person
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Letters Numbers Letter	Letters Numbers Letter	Letters Numbers Letter
National Insurance (NI) number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Their relationship to you or your partner.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Some examples are: aunt, brother, daughter, father, grandson, stepdaughter, joint tenant, joint owner, subtenant, boarder or friend.			
Date they moved in	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Previous address	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they get Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance or Universal Credit?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Do they normally work for 16 hours or more a week?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us their earnings before any deductions.	Yes <input type="checkbox"/> Tell us their earnings before any deductions.	Yes <input type="checkbox"/> Tell us their earnings before any deductions.
	£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us which.	Yes <input type="checkbox"/> Tell us which.	Yes <input type="checkbox"/> Tell us which.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they have any other income at all? Make sure you tell us about all other income they have.	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Write the name of the other income below.	Yes <input type="checkbox"/> Write the name of the other income below.	Yes <input type="checkbox"/> Write the name of the other income below.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
Are any of the people listed above married to each other or living together as if they were married?	No <input type="checkbox"/>		
	Yes <input type="checkbox"/> Tell us their names below.		
	<input type="text"/>	is the partner of	<input type="text"/>
	<input type="text"/>	is the partner of	<input type="text"/>

You must provide us with evidence of all income for the other people who live with you before we can decide how much Housing Benefit or Council Tax Reduction you can get.

Part 3A About working for an employer

Do you or your partner work for an employer?

No Go to **part 4**.

Yes Answer the following questions
If you work for more than one employer, tell us about them by filling in part 11.

Have you or your partner's employment details changed since you last claimed Housing Benefit or Council Tax Benefit or applied for Council Tax Reduction?

No Go to **part 4**.

Yes Answer the following questions.

What changed?	How did it change?	Date of change

We must see evidence of everything you have listed in this part. We need to see your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. If you do not have these payslips, your employer must fill in the earnings certificate.

If you or your partner have changed employer since you last claimed for Housing Benefit or Council Tax Benefit or applied for Council Tax Reduction, please fill in part 3B below. If you work for more than one employer, tell us about them by filling in part 11.

Part 3B About working for a new employer

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
What is your employer's name, address and phone number?	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
	Phone	Phone
When did you start this job?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is your payroll, employee or staff number?	<input type="text"/>	<input type="text"/>
Are you employed for a limited period?	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	
If Yes, when will you finish?	<input type="text"/>	<input type="text"/>
How often do you get paid?	<input type="text"/>	<input type="text"/>
How much do you get paid before tax and National Insurance are taken off?	£ <input type="text"/>	£ <input type="text"/>

Part 3B About working for a new employer (continued)

How are you paid (for example, in cash, by cheque or straight into a bank or building society account)?

When will your next pay rise be? / / / /

How many hours a week do you usually work?

Give details of any regular overtime, bonuses, commission or tips. £ every £ every

Are you getting Statutory Sick Pay (SSP), Statutory Paternity Pay (SPP), Adoption Pay or Statutory Maternity Pay (SMP) from your employer at the moment? No Yes When did this start? / / No Yes When did this start? / /

We must see evidence of everything you have listed in this part. We need to see your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. If you do not have these payslips, your employer must fill in the earnings certificate.

Part 4 About being self-employed

Are you or your partner self-employed? No Go to **part 5**. Yes

Have your or your partner's self-employed details changed since you last claimed Housing Benefit or Council Tax Benefit or applied for Council Tax Reduction? No Go to **part 5**. Yes Answer the following questions.

What changed?	How did it change?	Date of change
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you, or your partner, have become self-employed since you last claimed Housing Benefit or applied for Council Tax Reduction, please answer the following questions.

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
When did the business start?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

If you are self-employed, you will need to give us more information and provide your audited accounts, including details of any money paid out which is not a business expense, and your Schedule D tax assessment. We will work out your weekly income from the information you give us. If you cannot provide audited accounts, you must fill in a self-employed earning information sheet. If you need this information sheet contact your local office (the contact details are on page 4).

Part 5 About benefits, Pension Credit and any other income

Please tell us about any change to the benefits, pensions, Pension Credit and other income you and your partner receive. This includes the incomes listed below (but **tell us about all your income even if it is not listed below**).

<ul style="list-style-type: none"> Attendance Allowance Bereavement Allowance Carer's Allowance Child Benefit Disabled Living Allowance Employment and Support Allowance Grants and student loans 	<ul style="list-style-type: none"> Incapacity Benefits Income Support Industrial Injuries Disablement Benefit Jobseeker's Allowance Maternity Allowance Maintenance and Child Support payments Pension Credit 	<ul style="list-style-type: none"> Person Independence Payment Private pension Severe Disablement Allowance State Pension Tax Credits Universal Credit War pensions
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What changed?	How did it change?	Date of change?

We must see evidence of everything you have listed in this part, such as current award notices confirming how much you get. If you do not have evidence let us know straight away.

Part 6 About your savings, investments, land and property

Please tell us about any changes to bank and building society accounts, investments, shares, property, savings and land which you or your partner own. This includes the following.

<ul style="list-style-type: none"> All bank current accounts All deposit accounts TESSAs ISAs PEPs 	<ul style="list-style-type: none"> Premium Bonds National Savings Certificates Post office accounts Cash Building society accounts 	<ul style="list-style-type: none"> Shares Stocks Bonds Land or property Other investments
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This is not a full list. You must tell us about any changes to the savings and investments you and your partner have, even if the money has been put aside for a special purpose. If you have no savings or investments then please write 'none' below.

What changed?	How did it change?	Date of change?

We must see evidence of everything you have listed above, such as your bank or building society or post office books, full bank statements for two months in a row, or certificates for Premium Bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see evidence of any interest or dividends you get on investments and savings.

Part 7A About money you pay out

Do you or your partner pay out money from your own income for childminding costs for a child to go to a registered childminder, a nursery or an afterschool club?

No Go to **part 8A**.

Yes Answer the questions **below**.

First child

Tell us the name and registration number of the minder, nursery or club.

How much do you pay each week?

We need to see evidence.

Second child

Tell us the name and registration number of the minder, nursery or club.

How much do you pay each week?

We need to see evidence.

Third child

Tell us the name and registration number of the minder, nursery or club.

How much do you pay each week?

We need to see evidence.

Part 8A Change of address

Have you moved home since you last claimed Housing Benefit or Council Tax Benefit or applied for Council Tax Reduction?

No Go to **part 11**.

Yes Answer the next questions.

When did you move into this address?

If you have not moved in yet, tell us when you expect to move.

If you rent your home tell us when you started renting it?

Tell us why you have not yet moved in.

What date did the tenancy end at your old address?

If the tenancy end date is after the date you started renting your new home, tell us why?

What date did you tell your previous landlord you were going to move out?

Part 8B About rent

Do you pay rent for your home? Tick yes if you would pay rent but you already get Housing Benefit.

- No Go to **part 11**.
- Yes Answer the next question.

Do you pay service charges for your home?

- No
- Yes If Yes, please give details.

What is the name of your landlord?

Are you, or your partner, related to your landlord?

- No
- Yes If Yes, please tell us your landlord's relationship to you or your partner.

Is your landlord a former partner?

- No
- Yes If Yes, we may write to you for more information.

How much rent do you pay and how often?

£ every For example, every week, two weeks, four weeks or month.

Does anyone else share the rent with you and your partner (or a joint tenant)?

- No
- Yes Tell us their names and their relationship to you and your partner.

Name	Relationship

How much of the rent does the joint tenant pay?

£ every For example, every week, two weeks, four weeks or month.

If you pay rent to a landlord, other than Renfrewshire Council or a housing association, has the amount you are charged (not including any benefit) changed?

Details of changes in rent

Important: If your rent has changed you must provide evidence of the new amount.

What sort of tenancy do you have?

For example, shorthold, assured tied rent or something like this.

Please tell us the period the tenancy is for.

From / / to / /

Has your rent changed in the last 12 months.

- No
- Yes Send us evidence.

Part 8B About rent (continued)

When is the next rent increase due?

 / /

Do you have any weeks when you do not have to pay rent?

No

Yes

How many in a year?

Are you behind with your rent?

No

Yes

By how many weeks?

Does your rent include money for the following?

Meals

No

Yes

How much?

£ every

Which meals are included? Please tick.

Breakfast

Lunch

Evening meal

Water authority charges

No

Yes

How much?

£ every

Heating

No

Yes

How much?

£ every

Lighting

No

Yes

How much?

£ every

Hot water

No

Yes

How much?

£ every

Fuel for cooking

No

Yes

How much?

£ every

Laundry

No

Yes

How much?

£ every

Cleaning rooms or windows

No

Yes

How much?

£ every

Gardening

No

Yes

How much?

£ every

Garage or parking space

No

Yes

How much?

£ every

Do you have to rent the garage as part of your tenancy agreement?

No

Yes

Personal care and support

No

Yes

How much?

£ every

Part 8B About rent (continued)

Do you pay any service charges separate from your rent? For example, for cleaning or lighting shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.

No

Yes

How much?

£

every

Part 9 About where you live

What sort of building do you live in? Tick one box only.

Detached house

Flat in a house

Board and lodgings

Semi-detached house

Flat in a block

Hotel

Terraced house

Flat over a shop

Residential nursing home

Maisonette

Bedsit or rooms

Residential care home

Bungalow

Caravan, mobile home or houseboat

Hostel

Other

How many rooms are there in the building?

In the whole building

Just for you and your household

That you share with other people

Bedrooms

Living rooms

Kitchens

Bathrooms or shower rooms

Toilets

Bedsit

Other rooms

Who has to pay the Council Tax bill for your home? Tick the box that applies.

You or your partner

Your landlord

Someone else

Tell us who receives the Council Tax bill.

Do you use your home for a business?

No

Yes

Who is responsible for decorating your home?

You

Your landlord

Don't know

Please tick to show if the property is let as:

furnished

partly furnished

barely furnished

unfurnished

Does your home have central heating?

No

Yes

If Yes, Gas

Electricity

Does your home have a garden?

No

Yes

Do you have a garage or parking space?

No

Yes

Do you or your partner have a carer who lives somewhere else, but provides care overnight in your home?

No

Yes

We may ask you for more information about this.

Part 10 How we will pay you

Council Tax Reduction

We will grant any Council Tax Reduction you are entitled to straight into your Council Tax account.

Payment of Housing Benefit

- If you rent your home from us or you live in a hostel - We will pay any Housing Benefit you are awarded straight into your rent account.
- If you rent your home from a housing association - In most cases you can choose where to have your Housing Benefit paid. We can arrange to pay your money:
 - » straight into a bank account; or
 - » direct to your landlord by BACS credit.
- If you rent your home from a private landlord – **We must pay your Housing Benefit straight into your bank account.** If you do not have a bank account or you cannot use an existing bank account, please call **0300 300 0204** (Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm) to discuss a different payment method. If you have difficulty managing your finances, for example you have a learning disability, an illness which means you are unable to manage your affairs on a day-to-day basis or severe debt problems, please contact one of our advisors urgently on **0300 300 0204** (Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm) and we may be able to consider paying your Housing Benefit to your landlord.

Payment straight into an account (BACS credit)

Please fill in the BACS credit form below.

We recommend that you get your money paid in this way because it is the quickest and most convenient way for you to receive your Housing Benefit.

If you do not have a current account and would like information about the basic accounts that are available, please contact one of our advisors on **0300 300 0204** (Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm).

You must tick one of these boxes.

I would like my Housing Benefit to be paid straight into a bank account. This account is:

- in my name
- in my partner's name
- in both my name and my partner's name
- in both my name and the person acting on my behalf's name

Now please fill in details of this account below.

You must answer all the questions on this page. You can find the account details on the chequebook, passbook or statements. If you are not sure about the details, ask the bank or the account provider.

Whose name or names is the account in? (Please write the name or names as they appear on the chequebook, passbook or statement.)

Name or names

Account number

Sort code

 – –

Name of bank or account provider

Address of bank or account provider

Signature of
account holder

Date

 / /

Part 11 Anything else you need to tell us

Please use this space to tell us anything else you think we should know about.

Part 12 Declaration

Even if someone else has filled in this form for you, both you, and your partner (if you have one) must sign this declaration if you can. Please read this declaration carefully before you sign and date it.

We are the data controller for the purposes of the Data Protection Act 1998.

Declaration

- I **declare** that the information I have given on this form is correct and complete.
- I **understand** that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- I **agree** that you will use the information I have provided to process my claim for Housing Benefit or application for Council Tax Reduction, or both. You may check some of the information with other sources as allowed by law.
- I **understand** that you may use any information I have provided in connection with this and any other claim for state benefits that I have made or may make. You may give some information to other council departments and other organisations, such as the Scottish Government, government departments, the Department for Work and Pensions and HM Revenue & Customs to make sure the information is accurate, to prevent or detect fraud or crime, and to protect public funds. I also understand that you may use the information to help assess whether I am entitled to other benefits or grants paid by other council departments or organisations, and that you may ask other agencies, organisations, local authorities, the Scottish Government or government departments to give you information they have about me for those purposes.
- I **agree** that you may contact my employer for details of my employment which could be relevant to my claim or application and I agree to my employer giving you this information.
- I **know** that I must let you know in writing about any change in my circumstances which might affect my claim or application, such as changes to who shares my home with me and changes to my income or the income of people who live with me.
- I **agree** to act as the claimant or applicant for the purposes of the Housing Benefit Regulations 2006 Regulation 82(1), Council Tax Benefit Regulations Regulation 68(1), Housing Benefit (State Pension Credit) Regulations 2006 Regulation 63(1), Council Tax Benefit (State Pension Credit) Regulations 2006 Regulation 52(1), Council Tax Reduction (Scotland) Regulations 2012 Regulation 82 and Council Tax Reduction (State Pension Credit) (Scotland) Regulations 2012 Regulation 61, unless the circumstances of my household mean it would be better for my partner to act as the claimant or applicant. If this is the case, I agree that you will decide which one of us will be the claimant or applicant and which will be the partner. If you decide my partner should be the claimant or applicant, they agree to accept the legal rights and responsibilities of the claimant or applicant.

Your signature

Date

Your partner's signature

Date

If someone else has filled in this form for you

If this form has been filled in by someone other than the person claiming or applying, please tell us why you are filling in this form for them. If you have power of attorney or you are an agent of this person, you must provide evidence of this.

I **declare** that, as far as possible, I have confirmed with the person claiming or applying that the answers I have written on this form are correct.

Name of the person who filled in the form

Relationship to the person claiming or applying

Signature

Date

Part 13 Sharing information with your landlord

Sharing information with your landlord or housing association could help us deal with your Housing Benefit claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

We may need to confirm information with your landlord (for example, the start date of your tenancy) before we can make a decision on your claim. In these circumstances, we can contact your landlord without your permission.

Under the Data Protection Act 1998, we would need your permission to discuss the following with your landlord.

- That you have claimed or renewed your claim for Housing Benefit
- That we have made a decision on your claim
- How much Housing Benefit you are entitled to and payment dates
- That we need more information to make a decision on your claim and what that information may be

We will not give your landlord any information about:

- your and your family's personal circumstances; or
- your finances.

You can withdraw permission for us to share information with your landlord or housing association at any time.

I give you (Renfrewshire Council) my permission to share information with my landlord.

My landlord's name is _____

My signature _____ Date ____/____/____

Part 14 Paying Housing Benefit to your landlord

If you want us to pay your Housing Benefit straight to your landlord, you must sign this authorisation.

We must pay your Housing Benefit to you straight into a bank account. However, if you have difficulty managing your finances, for example you have a learning disability, an illness which means you are unable to manage your affairs on a day-to-day basis or severe debt problems, please contact one of our advisors urgently on **0300 300 0204** (Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm) and we may be able to consider paying your Housing Benefit to your landlord.

Your declaration

Please pay my Housing Benefit straight to my landlord.

- I understand that I must always tell you about any change in my circumstances.
- I understand that if I do not tell you about any change in my circumstances and you pay me too much benefit because of this, I may have to pay back the extra benefit.
- I understand that you may take me to court if I do not tell you about in my change of circumstances.

Your signature

Full name
(in CAPITAL LETTERS)

Date

Address

Once you have signed the declaration above, you should ask your landlord to sign the declaration.

Your landlord's declaration

I agree to accept Housing Benefit payments for the tenant named in this form.

I understand that by law:

- I must tell you straight away if I find out about any change in the tenant's circumstances;
- you can stop paying benefit to me if I do not tell you about any change of circumstances;
- you can take court action against me if I accept Housing Benefit which I know I am not entitled to; and
- if you pay me too much Housing Benefit for any tenant, I may have to repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

Landlord's signature

Date

I also agree that I must be certain that the tenant continues to live in my property for the period I receive Housing Benefit payments. If the tenant has left the property, I will return the money that I am not entitled to.

To avoid delaying your claim you should return this declaration to Benefits Service.

Renfrewshire House, Cotton Street, Paisley PA1 1AD as soon as you and your landlord have signed it.

Part 15 Checklist

Please tick to say what evidence you are sending with this form. We must see original documents, not copies.

Please do not send valuable items through the post. If you can, bring them into any of our offices listed on page 4. We will take the details we need and give you the documents back straight away. If you cannot get into the office, phone us for more advice.

If you do not provide all the evidence we need, we might not be able to pay you any benefit or grant you any reduction. We need the same evidence for your partner, if you have one.

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence later. We can start to process this form, but we will not be able to pay you any benefit or grant you any reduction until we have all the evidence.

- | | | |
|--|--------------------------|--|
| BACS form | <input type="checkbox"/> | Please see page 15. |
| Sharing information with my landlord form | <input type="checkbox"/> | Please see page 18. |
| Evidence of your address
(only if you are moving or about to move) | <input type="checkbox"/> | Such as a recent gas or electricity bill, a TV licence, driving licence, UK residence permit or a letter from a solicitor, social worker or probation officer addressed to you. |
| Evidence of National Insurance number | <input type="checkbox"/> | Such as a National Insurance number card, payslips or letters from the DWP or the tax office. We cannot accept documents you have already provided as evidence of identity as evidence of your National Insurance number. |
| Evidence of non-dependant's Income | <input type="checkbox"/> | You must provide proof of the non-dependant's income to receive the lower non-dependant deduction. If you do not, the highest deduction will apply. |
| Evidence of earnings | <input type="checkbox"/> | We also need this for any other adults living in your home. We need your last five payslips if you are paid weekly, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid monthly. If you do not have these payslips, your employer must fill in the earnings certificate. We will contact your employer if you do not give us evidence of your earnings. |
| Evidence of self-employed earnings | <input type="checkbox"/> | If you or your partner are self-employed, we need to see your accounts for the last financial year. If you have been trading for less than six months, we need to see a summary of your trading records so far. |
| Evidence of other income | <input type="checkbox"/> | Such as pension slips from a previous employer or a letter from the court showing how much maintenance you are getting. We need to see evidence of any money people pay you for board and lodgings. We also need evidence of other income for any other adults living in your home. |
| Evidence of benefits, allowances or pensions | <input type="checkbox"/> | Such as current award notices or letters from the DWP confirming how much you get. If you do not have evidence, let us know straight away. Please do not send order books through the post. We also need this evidence for any other adult living in your home. |
| Evidence of savings and investments | <input type="checkbox"/> | Such as all your bank, building society or post office books, full bank statements, or unit trusts. We need to see evidence of any interest or dividends you get on investments and savings. We need to see this evidence for children in your household as well. The evidence you send must show details for at least the last two months. |
| Evidence of other money paid out | <input type="checkbox"/> | Such as letters about student grants or maintenance, agreements or receipts from registered child carers. |
| Evidence of private rent and tenancy | <input type="checkbox"/> | Such as a rent book, rent receipts, lease agreement, tenancy agreement, proof of ownership or a letter from your landlord. |

A change of circumstances form for:

- Housing Benefit
- Council Tax Reduction Scheme
- Second Adult Rebate



If anything changes you should tell the Benefits Service right away to ensure your Housing Benefit and Council Tax Reduction are correct.

Benefit fraud

Benefit fraud is a crime against us all. Help us to stop the benefit cheats. If you want to report someone who may be claiming benefit they are not entitled to, phone our free 24-hour hotline on **0800 195 9845**.

We will keep your details confidential.

A change of circumstances form for:

- Housing Benefit
- Council Tax Reduction Scheme
- Second Adult Rebate

Earnings certificate



Part 1 You should fill in this section

Please fill in this side of the form and ask your employer to fill in the other side. Then, please send it or take it into any of the offices listed on page 4 of the claim form.

Do not delay in sending us your change of circumstance form. You can send it as soon as you have filled it in and send this earnings certificate to us later. If you do not provide all the evidence we need or the evidence is not correct, we may need to contact your employers.

Your name

Your address

How are you paid?

By cash

By cheque

Into a bank account

Please note:

If you have recently started work and your employer has given an estimate of your earnings, we will need to see proof of your actual earnings at a later date.

For office use only

Application or claim number:

Part 2 Your employer should fill in this section

Please give details of your employee's pay, including any overtime, bonuses or other payments. If they have just started work and you do not know the details yet, please give an estimate. Please fill in this form and return it to the employee as soon as possible. Thank you for your help.

Employee's surname	<input type="text"/>	Date their employment started	<input type="text"/>
Employee's first name	<input type="text"/>	How many hours does the employee work in a normal week	<input type="text"/>
National Insurance (NI) number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letters Numbers Letter		

How often is the employee paid? (Please tick one.)

Every week
 Every two weeks
 Every four weeks
 Every month

Other (please state)

Date of last pay rise / /

Please fill in the table below

If you pay the employee every week, we need the details of their last five weeks' wages. If you pay them every two weeks, we need details for the last three two-weekly periods. If you pay them every month or every four weeks, we need details for the last two months or two four-weekly periods.

Period ending	Gross pay	Tax deductions	National Insurance	Pension contribution	Working Tax Credit	Statutory Sick Pay Statutory Maternity Pay
/ /	£	£	£	£	£	£
/ /	£	£	£	£	£	£
/ /	£	£	£	£	£	£
/ /	£	£	£	£	£	£
/ /	£	£	£	£	£	£
Total	£	£	£	£	£	£

Employer's declaration

I confirm that this information is true and complete.

Signature	<input type="text"/>	Company's official stamp and phone number:
Full name (in capital letters)	<input type="text"/>	
Position within company	<input type="text"/>	
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	

Please note: If you do not have a company stamp, please attach a letterhead to this certificate.