

Benefit Services

Housing Benefits and/or Council Tax Benefits

Your Housing Benefit and/or Council Tax Benefits have been worked out using the most recent information you have given us.

It may be that the details that you gave us have changed since then, or will change in the future.

You will need to tell us about any changes straight away in writing or by ringing (01902) 551166 so that we can work out your Benefit again. You can use this form to tell us about any changes if you want to write to us. If you delay telling us about a change in circumstances that will increase your benefit we may not be able to backdate the change.

We want to pay you the right amount of Benefit now, so we don't have to ask you to pay money back later if we overpay you.

All you have to do to tell us about a change in circumstances is to fill in the other side of this form and return it to Benefit Services. We will need to see proof of the change such as your new wage slips or new rent book.

We've listed below some examples of the sort of changes we need to know about. If in doubt, please tell us!

You could keep this form until you have a change in your circumstances.

A change in income of you, your partner any other adults or children who live in your home

such as

- earnings going up or down
- getting a new benefit/pension/tax credit
- losing a benefit/pension/tax credit
- the amount of benefit/pension/tax credit changing
- getting an occupational or private pension
- a change in an occupational or private pension
- Income Support/Job Seekers Allowance ending

A change in Capital/ Savings of you, your partner any other adults or children who live in your home

such as

- bank or building society accounts capital/savings going up or down
- getting capital/savings

A change in your family and/or other people who live with you

such as

- a birth
- a marriage
- a child leaving school
- someone leaving your home/joining your home
- fostering a child
- a disability
- someone going into/ coming out of hospital
- a bereavement

A change in your home

such as

- moving into a new home
- your rent going up or down if you are a private tenant
- a change in the sort of tenancy you have if you are a private tenant.

