

HOUSING/COUNCIL TAX BENEFIT CHANGES IN CIRCUMSTANCES

You have a responsibility to notify the Council of all changes in your circumstances that may affect your Benefit entitlement.

If you fail to tell the Council immediately of any changes in your circumstances this may result in you having to pay back Benefit which has been overpaid. Where the change will increase your entitlement you must tell us within one month or we may not be able to pay the increase from the date of the change.

Sections A and E should be completed in all cases. Please also complete the relevant section with details of the changes in your circumstances.

SECTION A – PERSONAL DETAILS

Name:

Reference:

Address:

SECTION B – PEOPLE MOVING IN OR OUT OF YOUR PROPERTY

Name of Person Moving In:

Relationship to You:

Date They Moved In:

Their Previous Address:

Their Date of Birth:

Their National Insurance No:

Details of Their Income:

Name of Person Moving Out:

Date They Moved Out:

Their Forwarding Address:

SECTION C – CHANGES IN INCOME

Name of Person Whose Income has Income Has Changed:

Details of Change in Income: e.g. started work, change in employer, increase or decrease in pay or hours worked, change in state benefits (including tax credits and pension credits)

Date on which Change Occurred:

SECTION D – ANY OTHER DETAILS

Please provide any other information, e.g. change of landlord, change in capital etc.

SECTION E – DECLARATION

I / WE DECLARE THAT THE INFORMATION PROVIDED ON THIS FORM IS CORRECT.
I AM / WE ARE AWARE THAT GIVING FALSE INFORMATION MAY RESULT IN
PROSECUTION UNDER THE THEFT ACT 1968 OR THE SOCIAL SECURITY
ADMINISTRATION ACT 1992.

YOUR SIGNATURE: _____ DATE: _____

YOUR PARTNERS SIGNATURE: _____ DATE: _____

PLEASE NOTE:

You will need to provide the Council with original documentation for any changes in your circumstances, for example wage slips, benefit award letters, bank statements or account books (showing an up to date balance and the last two months transactions). If the documentation is not available you should notify the Council of the change of circumstances immediately and provide the documentation when it is available. You must provide original documents, as the Council is unable to accept photocopies or fax copies.

If you have any queries regarding your claim, or completion of this form, contact the Revenues section at: revenues@ne-derbyshire.gov.uk, or by telephone on 01246 231111.