

# Housing Benefit and Council Tax Benefit

## Change in Circumstances



**Use this form to tell us if your circumstances have changed** (you can also do this online).

You **must** tell us in writing, immediately. If you do not tell us straight away we may pay you too much benefit, and you will have to pay back the overpayment. Even if you have told another agency, such as the Department for Work and Pensions or Pension Service, you still **must** tell us.

If the change means you are entitled to more benefit and you do not tell us within one month of the change happening, you may lose benefit.

You may be prosecuted if you deliberately give us false information or fail to tell us of a change in your circumstances in order to get more benefit than you have a right to receive.

Here are some examples of changes in circumstances you should tell us about:

- Any change in your income
- A change in the income of anyone else in your household
- Coming off Income Support or Jobseeker's Allowance
- If you stop receiving Child Benefit for a child
- A change in the amount of rent your landlord charges you
- A change in the services your landlord provides
- Someone moving into the property
- Someone moving out of the property
- If your savings increase or reduce (unless they remain less than £6,000)
- If the amount of your savings goes over £16,000

If possible, please provide evidence of the change with this form, for example:

- Payslips showing new rate
- New pension slip
- Rent increase letter
- New Tax Credit letter

This will help us to work out your new benefit faster.

If you do not have the documents, tell us about the change straight away and send the documents later.

**REMEMBER: IF IN DOUBT, TELL US**

Please fill in and sign page 2

