Reference Number

Housing Benefit and Council Tax Support Change of income form

canterbury.gov.uk  dover.gov.uk  thanet.gov.uk

Your email address

Please enter each character in a separate box

Declaration
Please read the declaration on Page 7 carefully before you sign below.

Even if someone is filling in this form with you, you must sign this declaration if you can.

Signature of person claiming

Partner’s signature

Date

Date

The section below must be completed if someone is filling in this form for you. This includes an agent, appointee, relative or friend.

I am filling in this form on behalf of

As they cannot fill in the form because

I am (block capitals)

Relationship to the person claiming

As far as possible, I will confirm with the person claiming that the answers I will give on this form are correct

Signature

Date

Date requested

Date issued

Date received
### Part A  About you and your partner

Where you see the sign ![important] you must provide proof. You can do this on our website.

1. **Phone number(s)**
   Please include a mobile number if you have one

   ![phone_numbers]

If you have a partner, you must answer all questions about them. By partner we mean a person you are married to or a person you live with as if you are married to them, or a civil partner or a person you live with as if you are civil partners.

<table>
<thead>
<tr>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. Title (Mr, Mrs, Ms, other)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>3. Last name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>4. First names</strong></td>
<td></td>
</tr>
<tr>
<td><strong>5. Date of birth (dd/mm/yyyy)</strong></td>
<td>/ / /</td>
</tr>
<tr>
<td>![important] National Insurance number</td>
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<tr>
<td><strong>7. The address for which you are applying for help</strong></td>
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<tr>
<td><strong>8. What is your nationality?</strong></td>
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<tr>
<td><strong>9. If you have come to live in the United Kingdom, when did you last arrive?</strong></td>
<td></td>
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<tr>
<td><strong>10. Are you a student?</strong></td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>If ‘Yes’, please fill in a <strong>Student Information form</strong> (you can find this form on our website)</td>
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<tr>
<td>![important] 11. Are you registered blind?</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>![important] 12. Have you been unable to work for more than 52 weeks because of illness or disability?</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>![important] 13. Does anyone get Carer’s Allowance or the carer element of Universal Credit for looking after you?</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>If ‘Yes’, who gets this?</td>
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</tbody>
</table>
Part B  About other people that live in your home

1. Please tell us about all other people who normally live with you even if they do not pay you rent, this includes children, friends and tenants.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth</th>
<th>Relationship to you</th>
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</thead>
<tbody>
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</table>

2. If you pay childcare for any of the above people, please tell us their names:

If you pay childcare, please fill in a Childcare Costs Certificate (you can find this form on our website).

You must tell us straight away about changes in the income or savings of anyone who lives with you (except joint tenants) and about changes in the relationships of anyone who lives with you.
Part C Questions about work

1. Do you or your partner do any work, regardless of the hours worked or whether you are paid?  
   Yes ☐ No ☐

   If ‘Yes’, please answer all the questions in this part. If ‘No’, go to Part D on Page 5.

2. Are you or your partner self-employed?  
   Yes ☐ No ☐

   If ‘Yes’, please fill in a Self-employed Income form (you can find this form on our website).

3. Who is your employer?  
   You  
   ________________________________
   Your partner  
   ________________________________

4. When did you start this job?  
   You  
   ________________________________
   Your partner  
   ________________________________

5. How many hours do you work on average each week?  
   You  
   ________________________________
   Your partner  
   ________________________________

6. How much do you get paid?  
   You  
   ________________________________
   Your partner  
   ________________________________

7. How often do you get paid?  
   You  
   ________________________________
   Your partner  
   ________________________________

8. Is this job expected to last at least 5 weeks?  
   Yes ☐ No ☐

9. Do you pay into a private pension scheme?  
   Yes ☐ No ☐

10. Are you getting Statutory Sick Pay, Maternity Pay, Paternity Pay or Adoption Pay from your employer at the moment?  
    Yes ☐ No ☐

   If ‘Yes’, when do you expect to return to work?  
   You  
   / / /  
   Your partner  
   / / /

11. Do you have any other jobs?  
    Yes ☐ No ☐

    If ‘Yes’, please give full details in Part G on Page 7.

***You must tell us straight away if your earnings change, this includes any periods of overtime or if you earn more or less than usual. If any changes are due in the near future, please give details in Part G on Page 7.***

If you have recently started work and do not have any payslips, please ask your employer to fill in a Certificate of Earnings form (you can find this form on our website).
### Part D About the money you have coming in

1. Please tell us about any private pensions, occupational pensions and annuities in the boxes below.

<table>
<thead>
<tr>
<th>Pension or annuity provider</th>
<th>How often is it paid?</th>
<th>Gross pay (from advice slip)</th>
<th>Tax (from advice slip)</th>
<th>When is the next increase?</th>
<th>Who gets this?</th>
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</tbody>
</table>

2. Please tell us about all other income you or your partner get or are waiting to hear about.

You need to include state pensions, Tax Credits, Pension Credits, Jobseeker’s Allowance, Employment and Support Allowance, Income Support, Universal Credit, Disability Living Allowance or Personal Independence Payment, Child Benefit, maintenance or child support, rental income, tips, charitable or voluntary payments, or any other income you receive.

**If you and your partner have no income**, write ‘none’ and explain why, and how you are meeting your day to day living expenses in Part G on Page 7.

<table>
<thead>
<tr>
<th>Type of income</th>
<th>Received by who</th>
<th>Received for who</th>
<th>Amount received</th>
<th>How often?</th>
<th>Waiting to hear</th>
</tr>
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</table>
Part E  About bank and building society accounts, savings and investments

1. Do you or your partner have any capital? Yes □  No □  If ‘No’, go to Part G on Page 7. If ‘Yes’, tell us about all your capital by answering the questions below.

Please be aware that when we ask about capital, this includes any bank, building society or Post Office accounts, savings or investments (this includes ISAs linked to mortgages), Premium Bonds or stocks and shares, property in the UK or abroad including any money, property or land that is being looked after for you or any money owed to you.

2. How many bank, building society or Post Office accounts do you and your partner have?

3. If you are working age, do you have a total household capital of £5,500 or more? Yes □  No □

4. If you are of pensionable age, do you have a total household capital of £9,500 or more? Yes □  No □

5. If your answer to question 3 or 4 is Yes, please list all of your capital in the table below and provide proof:

<table>
<thead>
<tr>
<th>Type of capital</th>
<th>Account or reference number if applicable</th>
<th>Amount</th>
<th>Held by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Halifax current account</td>
<td>12345678</td>
<td>£4000.00</td>
<td>Partner</td>
</tr>
</tbody>
</table>

6. Do you or your partner own any property (other than the home you live in), land or holiday homes, in the UK or abroad? Yes □  No □  If ‘Yes’, please give details in Part G on Page 7.

Part F  Other changes in circumstance

1. Apart from the changes you have told us about in this form, have there been any other changes in your circumstances? Yes □  No □

If ‘Yes’, please tell us what has changed and when it changed in Part G on Page 7.
Part G  Other information

If you want to give any more information that would help us, please give details in this section. If there is not enough room, please attach a separate sheet of paper.

Part H  Declaration

- The information I have given on this form is correct and complete as far as I know and believe.
- I understand that if I knowingly give information or evidence that is incorrect, incomplete or false, I may be liable to prosecution or other action.
- I agree that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Support, or both. You may check some of the information with other sources as allowed by the law.
- I understand that you may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- I know that I must tell the Benefits Service of my Local Authority in writing straight away about any change in my circumstances which might affect my claim. Some examples of changes you must tell us about are given below (if you are not sure if a change may affect your claim please tell us anyway):
  - If you rent your home, from somebody other than the council, any changes to your rent or conditions of tenancy
  - If you change address, even to another room in the same house
  - Absence from your home for more than 4 weeks
  - Tax Credit changes
  - If you or your partner start working or change employer
  - If you or your partner have a baby
  - If anyone joins or leaves your household
  - If the income of anyone in your household goes up or down
  - If a child leaves school or Child Benefit stops
  - If you or your partner’s income goes up or down
  - If you or your partner’s savings or investments go up or down
  - If you or your partner make a claim for Universal Credit, or
  - If you or your partner come off Income Support, Jobseeker’s Allowance, Employment and Support Allowance, Universal Credit.

We will send your benefit award letters and Council Tax bills (if you are the person liable for Council Tax) to you to the email address you have given on the front of this form.

If you do not want us to do so, tick this box

7
Part I  Proof you need to provide

Use the online form to send us your proof now (website address at the bottom of this page)

If you don’t provide all the information we have asked for on this form, we might not be able to pay you any Housing Benefit and/or Council Tax Support. We need the same proof for your partner and for any other adults living in your home (such as non-dependants in Part B on Page 3). If you don’t have the proof we need at the moment, send the form back to us now and send the proof later. We can start to process your application, but we may not be able to give you any Housing Benefit and/or Council Tax Support until we have all of the proof we need.

If you don’t provide the proof within one month of any request and don’t let us know you are having difficulties in providing the information, we may have to make a decision without this information. This could mean you get less help.

Proof of earnings: This means 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 paid monthly. If you or your partner is self-employed, you need to fill in a Self-employed Income form (you can find this form on our website).

Proof of other income: Such as pension slips from a former employer and proof of any money people pay you for board and lodgings. If you receive any benefits or pensions including Tax Credits, we need to see the award notice from HM Revenue and Customs, The Department for Work and Pensions, The Pension Service or The Service Personnel and Veterans Agency. If you receive a student grant or loan we need to see your financial assessment notice.

Proof of capital, savings and investments: Such as all your bank, building society or Post Office books or accounts with the interest made up to date (showing at least the last two months’ transactions), or certificates for premium bonds, national savings certificates, ISAs, stocks shares and unit trusts. We need to see proof of any interest or dividends you get on investments and savings. If your answer to question 3 and 4 in Part E was ‘No’, we do not require proof of your capital.

Once you have filled in this form and signed the declaration please return it to your Local Authority:

Canterbury City Council  Dover District Council  Thanet District Council
Benefit Payments Service  Benefit Payments Service  Benefit Payments Service
Military Road  White Cliffs Business Park  PO Box 9, Cecil Street
Canterbury, Kent  Dover, Kent  Margate, Kent
CT1 1YW  CT16 3PJ  CT9 1XZ

Send us your proof now  Send us your proof now  Send us your proof now
Use the online form at  Use the online form at  Use the online form at