

Change in Circumstances- Housing Benefit and Council Tax Benefit

Under the Housing and Council Tax Benefit rules, **you must tell us at once if your situation changes. Phone us on 020 8359 2111 to report the changes, but you MUST also put the changes in writing. If you do not tell us straight away and you are paid too much benefit, you will have to pay it back.**

Examples of the changes you must tell us about are listed on the [What you should tell us](#) page. If you are not sure if a change will affect your benefit, tell us anyway and we will decide. When we receive details of your change/s we will write you to let you know if the change affects the amount of benefit you are getting. Fill in the details below to tell us about the change.

I would like to report the following changes in my or my family's situation.

(Please send in proof of the change with this form if possible)

Your Name	: _____
Your Address	: _____ _____
Your Housing and Council Tax Benefit Reference Number:	_____

Date of Change	Details of Change

I wish to continue claiming Housing Benefit and Council Tax Benefit

I no longer wish to claim Housing Benefit and Council Tax Benefit

Declaration

Please read this declaration carefully

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources within the council, rent offices and other councils.
- You may use the 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 government organisations, if the law allows this.
- **I know** I must let the Benefit Service know about any changes in my circumstances, which may affect my claim.
- **I declare** the information I have given on this form is correct and complete.

Name (Please print)	Signature	Date
You		
Your Partner		

Please return this form to London Borough of Barnet, PO Box333, Sale M33 6XP