

Change in Circumstances

Housing Benefit and Council Tax Benefit

You do not need to return this form if your circumstances have not changed.
You may wish to use it when you have a change to tell us about

The amount of benefit you are entitled to is based on the information that you have given.

If your circumstances change you have a legal duty to notify the Council immediately.

Changes can be reported by telephone 020 8359 2111 but this may need to be followed up by giving us the information in writing.

Examples of the changes you must tell us about are listed in this leaflet. 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 this affects the amount of benefit you are getting. Please 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. The documents supplied must be originals. Copies are not acceptable)

1. Applicant details

Your name:

Your address:

Your Housing and Council Tax Benefit Reference Number:

2. Change of details

Date of change: Details of change:

I wish to continue claiming Housing Benefit and Council Tax Benefit Yes No

Date you no longer wish to claim from

Please return to: London Borough of Barnet, PO Box 333, Sale, M33 6XP
or bring your form to : Burnt Oak Library, Watling Avenue, Edgware HA8 0UB
tel: 020 8359 2111 fax: 0871 911 6101 Typetalk: 18001 020 8359 2111

3. 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.

Your name (please print):

Signed:

Date (DD/MM/YYYY):

Your partner's name (please print):

Signed:

Date (DD/MM/YYYY):

Examples of changes you must tell us about

- if you stop or start getting Income Support, or Job Seekers Allowance or any other benefits
- if your rent goes up or down (for private tenants only)
- if your or your partner's wages go up or down eg if you work regular overtime
- if the other money that you and your family have coming in goes up or down
- if your savings or your family's savings change
- if anyone who lives with you has a change in their situation, such as starting work
- if anyone who lives with you moves out
- if anyone moves in to live with you
- if you change your address
- if you are going away for 13 weeks or more
- if you are refused Asylum by the Home Office.

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