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HOUSING BENEFIT/COUNCIL TAX SUPPORT – CHANGE IN CIRCUMSTANCES NOTIFICATION FORM (BENCOFC)

It is important to promptly report any changes in your circumstances to the Council's Benefit Section, as and when they happen.

Claimant's in receipt of a **Savings Credit** need only inform the Council of any changes to the number of people living in the household or the rent paid to a private landlord but any income changes should be reported direct to the **Pension Service**.

All other claimants need to inform the Council of any changes that could affect their entitlement.

Examples of changes that you **must** report for you and/or your partner are as follows:

- If you stop receiving Income Support or Jobseeker's Allowance
- If you stop receiving Guaranteed Credit
- If you start work
- If you start receiving Child or Working Tax Credit or there is a change to the award
- Any changes in income e.g. earnings, state pension or benefits
- Any changes in private pension
- If you have an addition to your family
- If your child leaves school
- Changes in non-dependant circumstances
- If you vacate your home, or if somebody else moves into or leaves your home
- If you are temporarily absent for a period exceeding four weeks
- If you are a tenant of a private landlord and your rent increases

Failure to notify a change in circumstances that may affect your entitlement is an offence.

Your personal details:

Title:	
Forename:	
Surname:	
Address:	
Postcode:	

Contact details:

Telephone number:	
Fax number:	
E-Mail:	
National Insurance number:	
Claim reference number:	

I wish to notify you of the following changes(s) in circumstances:

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This change took place on:	
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Please note that proof may be requested for any changes. You must send us original documents, as we are unable to accept photocopies. If an overpayment occurs as a result of this change, you will be notified in due course.

If you have any questions or require further information please telephone 0115 9177777

Declaration

I hereby confirm that the information I have given is correct to the best of my knowledge and belief.

I understand that I must notify the Housing Benefit Section of any change in circumstances that may affect my award Tax within one month of the change occurring.

Privacy Notice

For information on how we process and store your personal data, please view the Council's Privacy notice statement for further information:

<https://www.broxtowe.gov.uk/about-the-council/communications-web-social-media/legal-privacy/>

Signature:

Name in Capitals:

Date: