

Housing Benefit/Council Tax Benefit Change of Circumstances Form



Please keep this form and use it to report any changes in your circumstances that may occur. If you don't and we later become aware of a change, you will be asked to repay any overpaid benefit and you could also be prosecuted. If in doubt about what changes need to be reported, please contact us.

You must report and provide original proof of all changes in your circumstances immediately, including changes to the circumstances of the people who live in your home.

If the change results in an increase in your benefit, this may only be applied from the date you tell us, unless you tell us within one calendar month of the date of the change.

Examples of the types of changes might be: -

- If you or your partner stop, or start getting income support, state benefits or any other income
- If the amount of your state benefit changes
- If you or your partner's wages go up or down (including overtime)
- If the number of people living with you changes
- If you have another child
- If any of your children leave school
- If you start or stop paying child care costs
- If you move or your rent changes
- If you or your partner's savings change
- The income of one of the people living with you goes up or down
- If you or your partner go into hospital

If you or your partner are aged 60 or over and are entitled to Pension Credit.

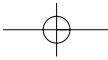
If you are in receipt of Guarantee Credit, (or Guarantee Credit plus Savings Credit) you will only need to tell us about the following changes. All other changes should be reported to the Pension Service.

- Changes to your tenancy, for example if your landlord changes or your rent changes (if you live in local authority housing property you do not need to tell us about rent increases)
- Changes to non-dependants (other people who live with you)
- Absence from home, when the absence is likely to be more than 13 weeks (if you go into a care home)

If you are in receipt of Savings Credit only, in addition to the above three changes you will need to tell us about the following changes. All other changes should be reported to the Pension Service.

- Changes to dependant children
- If the number of people living with you changes
- Changes to Child Tax Credit
- Changes to Child Benefit
- If you or your partner's capital exceeds £16,000
- Changes to the income and capital of partners not included in the Pension Credit claim

Please complete the details overleaf.



Your Name

Benefit Reference Number

Your Address

National Insurance Number

Please give details of the change(s) below and provide original proof:

Date of change:

Declaration: I declare the information on this form, together with the details of my claim are true and complete. I authorise the Council to make the necessary enquiries to check the information I give. I will report any changes in circumstances to the Council.

Signed _____ Dated _____

You can take this form to one of the following offices:

Chelmsley Wood Area Office
5 Greenwood Way
Chelmsley Wood
Birmingham, B37 5TL

Smith's Wood Area Office
Westfield House, Arran Way
Smith's Wood
Birmingham, B36 0QQ

Kingshurst Area Office
Church Close
Kingshurst
Birmingham, B37 6HA

Solihull Connect
Ground Floor
Library Square
Solihull, B91 3RD

Alternatively, you can post this form to:

Revenue & Benefits
PO Box 8118
Council House
Solihull, B91 9WZ

Telephone: 0121 704 6214

