

SOUTH BUCKS DISTRICT COUNCIL

BENEFITS SERVICE
CAPSWOOD
OXFORD ROAD
DENHAM
BUCKS
UB9 4LH

HOUSING BENEFIT / COUNCIL TAX BENEFIT CHANGE OF CIRCUMSTANCES NOTIFICATION

- Your entitlement to Benefit is based on the information you gave us on your original application form, or details sent to us since that time. The details used in the benefit calculation are shown in your notification letter.
- During the lifetime of your claim these details may change and affect the amount of benefit you are entitled to.
- If you receive too much benefit you may have to pay it back to the Council
- If you do not tell us about a beneficial change within one month, without good reason, you may lose benefit.
- If a change occurs, you can use this form to tell us about it.

WHAT CHANGES DO I NEED TO TELL THE COUNCIL ABOUT?

Examples of the changes you must tell us about are :-

- You or your partner stop getting Income Support or Jobseekers Allowance (Income-Based)
- Anyone leaves or joins your household
- Anyone in your household has a change in income (for example, wages, pensions or tax credits), or capital (savings)
- Child Benefit ends
- You change address
- Your rent liability changes
- You or your partner go into hospital

NOTE - THESE ARE EXAMPLES ONLY. IF IN DOUBT PLEASE TELL US ANYWAY
We will need proof of change of rent, change of capital (savings) and change of income - (landlord letter, bank statements, payslips etc)
If you cannot get proof immediately, send the form in now and the proof as soon as possible. If you need longer than 28 days you must let us know straightaway.

NOTIFICATION OF CHANGE OF CIRCUMSTANCES

Mr/Mrs/Miss/Ms	Surname	First Names(s)
Address		
Address of initial claim (if different to above)		

PLEASE GIVE DETAILS OF THE CHANGES WE NEED TO KNOW ABOUT

Date of Change (for example, when you moved or when your income changed)
Details of Change (for example your new address or your new income)

Declaration

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 amend my claim for Housing Benefit or Council Tax Benefit or both. You may check some of the information with other sources within the Council and with other Councils.
- 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 government organisations, if the law allows this.

I know I must let the Council know about any further changes in my circumstances that may affect my claim

I declare the information I have given on this form is correct and complete.

Signature		Date	
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**NOW SEND OR TAKE THIS FORM TO -
SOUTH BUCKS DISTRICT COUNCIL, CAPSWOOD, OXFORD ROAD, DENHAM,
BUCKS UB9 4LH**