

### Change in Circumstances Form

You can use this form to tell us about any change in your circumstances, which you will need to report straight away or you may lose money you are entitled to. **Do not** rely on someone else to inform us of a change in your circumstances. It is your duty to tell us about any changes that may affect your entitlement.

**Please read the notes on the back page before you complete this form.**

**Full Name:** \_\_\_\_\_ **Benefit Reference:** \_\_\_\_\_

**Full address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Contact No.:** \_\_\_\_\_

**National Insurance No.:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

Please show by ticking the box which change/changes you are reporting. We need supporting evidence and the date the change took place. **Please use the space below to give details. Continue on a separate sheet if necessary. There are notes to help you on the back of this form.**

A change to benefits, income, tax credits, earnings or capital coming into my home from

A change to the people living in my home from

A change of address from

A change to my rent from

Other, as detailed below from

**Evidence** enclosed  to follow

Please calculate my correct entitlement to Housing Benefit and Council Tax Support.

#### Customer's Declaration

- I declare that the information I have given is true and complete and I have notified you about all my changes in circumstance which may affect my Housing Benefit and/or Council Tax Support.
- I am aware it is an offence to deliberately make a false statement or withhold information in order to obtain Housing Benefit and/or Council Tax Support and to do so could result in Newark and Sherwood District Council taking action against me.
- I understand that I may have to pay back Housing Benefit which I am overpaid and that my Council Tax account will be adjusted where I have received too much Council Tax Support.

**Date**

**Customer Signature**

## **NOTES**

### **Filling in this form:**

You can use this form to tell us about any change in your circumstances. You need to report your change in circumstances straight away or you may lose money that you are entitled to. If you have received too much Housing Benefit you may be asked to pay it back and your Council Tax account will be adjusted where you have received too much Council Tax Support. **Do not** rely on someone else to inform us of a change in your circumstances. It is your duty to tell us about any changes that may affect your entitlement.

We need as much detail as possible, please continue on a separate sheet if necessary, quoting your name, address, National Insurance Number and Reference Number, if known. We may need to ask you for additional details. If we do we may send you another form or write to you.

### **If you need help filling in this form:**

If you need any help, please contact the council's Housing Benefit section by ringing 01636 650000. Or you can go into any of our local offices at: Castle House, Eton Avenue Newark and Sycamore Road Ollerton.

### **Evidence:**

We may not be able to re-calculate your entitlement without supporting evidence of your changed circumstances. If you are unable to supply evidence with this form it can be sent later.

Your payments of Housing Benefit may be stopped while we wait for your evidence. We will write to you about this. If you fail to supply information we may end your award.

### **Acceptable evidences include:-**

Where there is a change to the people that live in your home we can accept:

A Birth Certificate, a Marriage Certificate or a Civil Partnership Certificate, Passport, National Insurance Card, Drivers Licence, UK Residence Permit, EEC Identity Card.

Where there is a change to the benefits, income, earnings and or capital coming into you home we can accept:

- Current benefit award notices or a letter from the Department for Work and Pensions confirming the amount
- Pension slips from a former employer
- For recent employment or change to earnings - the wage slips you have available and or a contract of employment detailing the expected future earnings
- Consecutive wage slips; either five weekly or two monthly or an Earnings Certificate
- For recent self-employment a self-employed form, giving a projection of earnings. For longer term self-employment either your self-employed audited accounts or an Income and Expenditure form. You can get copies of the forms by telephoning 01636 650000.
- Up to date Bank, Building Society or Post Office books, full bank statements of which we need evidence for at least the last two consecutive months, Premium Bonds, National Savings Certificates, ISA's, Stocks, Shares and Unit Trusts.

### **Changes in rent:**

Your Tenancy Agreement, a letter from your landlord or a Landlord Rent Declaration Form.

### **Change of Address:**

We may need you to complete an additional form about your new home and the way in which you would like to receive your Housing Benefit. We will send you a form if it is needed.

We need evidence about your new rent. If you have any other changes of circumstances occurring at the same time you move house we will need evidence of that change as well.