



Benefit Reference no.

## Housing Benefit and Council Tax Reduction Change of Circumstance Form

Please use this form to tell us about your change in circumstances. Please return this form immediately. If you cannot provide all the evidence we need, do not delay in returning the form; tell us what evidence you will be sending. You may lose out on benefit if you do not return this form immediately.

### Part 1: About you

Title (Mr, Mrs, Ms, Miss, Mx, Other) .....

Last name: .....

First name: .....

National Insurance No: .....

Telephone No: .....

Email address: .....

### Part 2: About your Partner

Title (Mr, Mrs, Ms, Miss, Mx, Other) .....

Last name: .....

First name: .....

National Insurance No: .....

### Part 3: Other People in your household

Has someone moved in or out of your property? .....

First name	Surname	Date of birth	Relationship to you

Please confirm the date they moved in or out of your property.....

We need to see proof of all income and capital for anyone moving into your property over the age of the 18 years.

**Part 4: Income and Capital**

Who has had a change in income or savings? Name.....

What is the change.....

Date the change took place ..... Have your savings: Increased  Decreased

Has this person started work? Yes  No

If they have just started work, you must provide either payslips they have received so far, or their contract of employment). We can only accept **original** documents.

New Employer's Name and Address.....  
 .....

How many hours do they work each work? ..... Earnings £ .....

Please tell us below about any other income you have and any changes to your income;

Income type	Amount	Frequency of payment

If you/they are going to be self-employed we will send you an Income and Expenditure form for completion, so we can carry out an assessment.

Please list bank accounts, savings, investments and property below:

Account number/name/other	Balance/Value	Account number/name/other	Balance/Value

**Do you pay for registered Child Care?** Yes/No

If you do have Child Care costs, please tell us the name and registration number of the child care provider and provide proof of the amount you pay and how often you pay it.

.....  
 .....

**Part 5: Rent**

If you live in privately rented accommodation, has your rent increased or decreased since you last contacted us? Yes/No If it has changed please provide proof

**Any other change in circumstances**

Who does the change relate to? Name .....

Date of change .....

What is the change? .....  
(Please provide proof)

Please use this space to tell us any other information you think we may need to know:

Please check that you have fully completed this form, then read and sign the declaration.

Has someone completed the form on your behalf? Yes/No

Name of the person who filled the form in.....

Their signature.....

**Declaration – Please read this carefully**

**Even if someone else has partly or fully filled in this form for you, you MUST sign this declaration. If you have a partner they should sign below to confirm that all the details about them are correct.**

**I understand the following:**

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit, Council Tax Reduction or both, or to assess any discount or grant for Council Services. You may check the information with other sources including credit reference agencies as the laws allows.
- You may use any information I have provided for this and any other claim for social security benefits that I have made or may make. This includes Discretionary Housing Payment. You may give some information to other government organisations, such as government departments and local councils, if the law allows this.
- The information collected on this form is necessary to administer your Housing Benefit and Council Tax Reduction and fulfil the council’s statutory functions, and will not be used for any other purposes.

- **Privacy Notice**

Welwyn Hatfield Borough Council is committed to protecting your privacy when you use our services. Our Privacy notice explains how we use information about you how we protect your privacy. <https://www.welhat.gov.uk/article/8022/Introduction>.

**I know I must let the Council's Benefit Section know immediately in writing about any change in circumstances or the circumstances of anyone living with me, which might affect my claim. If I do not, you may take action against me. This may include court action.**

**I declare** that the information I have given is true and complete. I authorise the Council to make any necessary enquiries to check that the information is true and correct.

**I have read and understood this declaration, and my responsibilities in reporting any changes in circumstances to the Council.**

**Signature..... Date.....**

**Partner's signature..... Date.....**