

Housing Benefit and Council Tax Benefit Are you getting the right amount?

Did you know that, while you're claiming Housing Benefit or Council Tax Benefit, it's your responsibility to let us know if there are any changes in your circumstances as soon as they happen?

You need to tell us if changes like these happen to you, your partner, or any other adults in your household:

- You stop getting Income Support or Jobseeker's Allowance
- You or anyone else in the house start work – you may still be entitled to Housing Benefit or Council Tax Benefit even if you're working
- You or anyone else in the house start getting a different benefit
- You move home, even for a short time
- Anyone comes to live with you, or moves out
- You move out for a short time, such as going into hospital or on a long holiday
- You or anyone else in the house start a new job, have a pay increase or change working hours
- You or anyone else in the house get a new Tax Credit award

If you have children, you need to tell us if:

- Any of your children leave school or other education
- You stop getting child benefit for any of them
- You start getting child maintenance paid directly to you, or the amount you get changes

It's important that you tell us straight away because we need to make sure that we pay you the right amount of Housing Benefit and/or Council Tax Benefit. If there's anything you need to tell us about, complete the form on the reverse of this letter and return it to us at the address shown above along with any supporting evidence.

If you've nothing to tell us at the moment, there is no need to do anything. Please keep this letter handy so that you can tell us if your circumstances do change in the future and we can make sure you are getting what you are entitled to. Thank you for keeping us up-to-date.

Yours sincerely



Mrs C Singleton
Benefits Manager

You can use this form if you need to tell us about any changes

The sort of changes we need to know about

We have told you in this letter about some of the changes we need to know about. If you are not sure if we need to know about a certain change, please tell us anyway.

Your claim reference number

Your name and address

Postcode

Daytime telephone number
(in case we need to ask you anything)

Mobile telephone number

About the change

Who does the change affect?

You

Your partner

Someone else – say who below

What is the date of the change?

Please tell us about the change

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Please enclose original evidence supporting your change of circumstance if appropriate

Your signature	Date
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