

Reporting a Change in Circumstances for Housing and Council Tax Benefit

Please use this form to advise us if you have started work.



Your details

Name _____ Housing Benefit Claim Number _____

Address:

Date started work: _____

Required information

Before we can deal with this change in your circumstances we need you to provide the following:

- Your new contract of employment; or
- Appointment letter giving details of your basic salary and hours.

This will normally allow us to provisionally reassess your entitlement. However you will need to provide the following evidence as soon as it becomes available:

- 5 weekly or 2 monthly payslips which must be current and consecutive;
- Working Tax Credit / Child Tax Credit– the Inland Revenue notification letter;
- Capital, i.e. your bank statements / bank books showing the last two months and the current balance.

You must provide original documents - photocopies are not acceptable.

Upon receipt of your change in circumstances your claim for Housing and Council Tax Benefit will be suspended under the Housing Benefit and Council Tax Benefit (Decision Making and Appeals) Regulations 2001, Regulation 11 (2) (a).

You must provide all the information and evidence requested within two weeks of your change in circumstances. If you fail to do so, your claim will be terminated under Regulation 14 of The Housing Benefit and Council Tax Benefit (Decisions and Appeals) Regulations 2001.

Declaration

I understand that if I give information that is incorrect or incomplete action may be taken against me.

Signature _____ Date _____

Print Name _____

Please return this form to Housing and Council Tax Benefits, Royal Borough of Kingston, Guildhall 2, Kingston upon Thames, KT1 1EU