

## HOUSING AND COUNCIL TAX BENEFIT

### *A change in your circumstances?*

**You must tell us of any change in your circumstance that may affect your benefit.**

It is your responsibility to keep the Council informed of any changes in your personal circumstances, and the circumstances of the members in your household. If you get too much benefit because you do not tell us about any such change you will have to pay it back.

Under Section 14 of the Social Security Administration (Fraud) Act 1997 it is also an offence for a person, dishonestly or without reasonable excuse, to fail to notify a change of circumstances which might affect entitlement to Housing and/or Council Tax Benefit or the amount of Benefit payable.

### **What type of changes must you tell us about?**

#### ***Family Changes***

- Your partner moves in
- You get married
- Your partner moves out
- You separate/divorce from your partner
- You or your partner has a baby
- Your child moves away
- Your child leaves school
- You stop receiving child benefit for any reason

#### ***Household changes***

- You move house
- Someone moves into your home
- Someone moves out of your home
- Anyone in your home has a change of their income or capital
- You sub-let part of your house
- You take in a lodger or boarder
- The rent paid to you by your sub-tenant, lodger/boarder changes

#### ***Income Changes***

- You or your partner start or stop receiving Income Support or Jobseeker's Allowance (income based)
- You or your partner start or stop getting a pension credit or the amount changes
- You or your partner start or stop getting any other benefits or the amount changes (eg Tax Credit, Incapacity Benefit etc)
- You or your partner start or stop work or you get a pay increase or decrease
- You or your partner's savings/investments increase or decrease
- The amount you pay for childcare for a child under 11 changes

***For Housing Benefit*** only you must also tell us if the rent changes or the services included in your tenancy change.

**Please use the back of this form to tell us about any changes in your circumstances as they happen. Keep this form in a safe place until you need to use it.**

**If you have any queries please ring us on 01273 484185.**

