OPENING TIMES: Mon, Tue, Wed and Thur 8.30am - 5pm; Fri 8.30am - 4.30pm

Housing Benefit and Council Tax Support change of circumstances



Only use this form is something has changed.

This will help us to make sure you continue to receive the correct payment as the amount you receive can go or down.

DON'T WAIT! DON'T DELAY! You may lose out if you do not tell us immediately about the change as you may receive too much and have to pay it back. If you are not sure whether a change will affect you, tell us anyway.

If you need help filling in this form, please call our Customer Services Team on 01621 854477

| Please tell us your detai | Is |
|---|---|
| Your first name and surname | |
| Your Housing Benefit or Counci | Tax Support reference number |
| Your address | |
| | Post Code |
| Email address | |
| Telephone | |
| Please tick here to receive your | Council Tax bill by email |
| Use the next sections to | tell us what has changed |
| Please mark a box for each char | nge that has happened to you, your partner or anyone else in your household |
| Change in the rent | Changes that affect the children or other people living in the household (moving in/out or changes in their income) |
| Date this changed Changes in the money com | ng in Changes in the money paid out (for example child care costs) |
| (e.g. wages, benefits) Date this changed | Date this changed |
| Changes in savings (this incourrent accounts) | ludes Change of address |
| Date this changed | Date this changed |
| Are there any other changes? | Date this changed |
| Please give us details about wh | at has changed. Also tell us if anything is likely to change in the future |
| | |

| Based on your new circumstances, do you want to continue claiming Housing Benefit or Council Tax Support? Please mark to answer. NO | | | | |
|--|------------------------------|----|--|--|
| Please provide proof of the change. Please provide this evidence using our Upload Evidence form online at www.maldon.gov.uk | | | | |
| Declaration | | | | |
| Even if someone else has filled this form in for you, you must sign this declaration if you can. Please read the declaration carefully before you sign and date it. I understand the following; If I give information that is incorrect or incomplete, you may take action against me and may prosecute me. You will use the information I have provided to process my claim for Housing Benefit or Council Tax Support (or both). Letters will be sent to me telling me the outcome of my change(s) and I will tell the Council immediately if any of the information is wrong, so this can be put right. You may check some of the information with other sources within the Council, the rent office, other councils and benefit authorities. You may use any information I have provided in connection with this and any other claim for social security benefits or Discretionary Payments that I have made or may make. You may give some information to other government organisations, if the law allows this. I know I must tell you straight away about any other changes in my circumstances which might affect my claim and give full details. (You may lose out if you do not tell us within one month of the change.) I declare that the information I have given on this form is correct and complete. | | | | |
| Your signature Your partner's signature (if appropriate) | | | | |
| Date Date | | | | |
| Did someone else fill in this form for you | ? Please mark to answer. YES | NO | | |
| This section must be completed if someone else has filled in this form for you. This includes; an agent, an appointee, a relative or a friend. | | | | |
| Name of the person who filled in this form | Their relationship to you | | | |
| Their Signature | Their address | | | |
| Date | Tel number | | | |
| Please tell us why you are filling in this form for someone else. | | | | |
| | | | | |
| What shall I do with this form now? | | | | |

You can either;

Upload: Using our online Upload Evidence form at www.maldon.gov.uk **Deliver to:** Customer Services Advisors at the District Council offices, or

Post it to: Housing and Benefits, Maldon District Council, Princes Road, Maldon, Essex, CM9 5DL