



Customer Services Unit  
Council Offices  
Farnborough Road  
Farnborough  
Hants.  
GU14 7JU

01252 398914

### HOUSING BENEFIT AND COUNCIL TAX BENEFIT

[benefits@rushmoor.gov.uk](mailto:benefits@rushmoor.gov.uk)

[www.rushmoor.gov.uk](http://www.rushmoor.gov.uk)

## REPORTING CHANGES TO YOUR CIRCUMSTANCES

You should use this form to tell us as soon as your circumstances change. The amount of benefit you get is based on the details you gave us on your original application form. These details may change and affect the amount of benefit you have been given.

Use this form to tell us of the changes:

- You may get more benefit
- You may get less benefit
- We do not want to have to claim it back later

### IF YOU HAVE BEEN OVERPAID BENEFIT, WE WILL TELL YOU AS SOON AS POSSIBLE

If you are not sure if the change will affect your benefit, fill in the form.

If you do get too much benefit you could be overpaid. We will ask you to pay the money back.

You may also end up with rent arrears.

## WHAT CHANGES SHOULD YOU TELL US ABOUT?

- |  |  |                          |
|--|--|--------------------------|
| <input type="checkbox"/> My address has changed                                  | <input type="checkbox"/> My wages/work hours have changed                        | <input type="checkbox"/> |
| <input type="checkbox"/> My rent has changed                                     | <input type="checkbox"/> I have started / changed work                           | <input type="checkbox"/> |
| <input type="checkbox"/> My landlord has changed                                 | <input type="checkbox"/> My partner has started / changed work                   | <input type="checkbox"/> |
| <input type="checkbox"/> I have gone into hospital                               | <input type="checkbox"/> I am no longer eligible for Child Benefit               | <input type="checkbox"/> |
| <input type="checkbox"/> I will be away from home for more than 13 weeks         | <input type="checkbox"/> My savings or capital has changed                       | <input type="checkbox"/> |
| <input type="checkbox"/> I will be moving to a rest home                         | <input type="checkbox"/> My partners savings or capital has changed              | <input type="checkbox"/> |
| <input type="checkbox"/> My partner has moved into / out of my home              | <input type="checkbox"/> I no longer qualify for Income Support                  | <input type="checkbox"/> |
| <input type="checkbox"/> Someone has moved into / out of my home                 | <input type="checkbox"/> I have been awarded Incapacity Benefit                  | <input type="checkbox"/> |
| <input type="checkbox"/> I / we have had a baby                                  | <input type="checkbox"/> I have been awarded Mobility Allowance                  | <input type="checkbox"/> |
| <input type="checkbox"/> I have been awarded Tax Credits                         | <input type="checkbox"/> I have been awarded Attendance Allowance                | <input type="checkbox"/> |
| <input type="checkbox"/> Any other accommodation changes                         | <input type="checkbox"/> I have been awarded Disability Living Allowance         | <input type="checkbox"/> |
| <input type="checkbox"/> Any other changes concerning my Partner                 | <input type="checkbox"/> Someone I live with has had a change to their income    | <input type="checkbox"/> |
| <input type="checkbox"/> Any other income changes<br>(Please give details below) | <input type="checkbox"/> I have stopped / started claiming Job Seekers Allowance | <input type="checkbox"/> |

Please note, this is not a complete list and if you are unsure whether a change in your circumstances may affect your benefit, please contact us on **01252 398914** for further advice.

**You must give FULL details about the change in circumstances,  
including the DATE the change occurred**

## YOU MUST SIGN THE BACK OF THIS FORM

NAME:

CLAIM REFERENCE NUMBER:

DATE OF CHANGE:

CONTACT TELEPHONE NUMBER:

**IF YOUR INCOME OR ACCOMMODATION HAS CHANGED YOU MUST PROVIDE PROOF**

CURRENT ADDRESS	OLD/PREVIOUS ADDRESS

**DETAILS OF CHANGE: Dates/finances/entitlements/address etc.**

**DECLARATION:**

I understand that under Sections 111A and 112(1) (A) of the Social Security Administration Act 1992 any person dishonestly making a false statement or representation or failing to notify changes in circumstances will face prosecution.

The information I have given is true and accurate. The Council can verify this information if they wish. This information can be used for Council Tax purposes. I understand this information is held on computer files.

**SIGNED:**

**DATE:**

If you are under 60: and you get other state benefit, you will ALSO need to tell the Job Centre Plus about any changes in your circumstances

If you are over 60: you must tell the Pension Service of any changes and they will tell you how the change will affect you. If the change is something which was not included in your Pension Credit calculation, you must TELL US, NOT THE PENSION SERVICE

Please return this form to: Benefits Section, Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough, Hants. GU14 7JU