



# Housing Benefit and Council Tax Support Change of circumstances form



It is very important that you tell us straight away if any of your circumstances change. If you do not tell us about any change, you may lose benefit or have to repay any extra benefit you are paid by mistake.

## 1. Your details

Your name: \_\_\_\_\_

Your address: \_\_\_\_\_

Your benefit or reference number (you can find this on the letters we send you): \_\_\_\_\_

## 2 Your details

Tick the box below to tell us how your circumstances have changed since you last filled in a claim form.

- My income or the income of someone who lives with me has changed.
- The value of my capital, savings or investments has changed.
- I, or someone living with me, have started or stopped getting any state benefit.
- Someone has moved into or out of my home.
- I am temporarily living away from home.
- A child has left school or I no longer get Child Benefit for them.
- I have had another child.
- Other.

Please give full details of the change below.

\_\_\_\_\_

\_\_\_\_\_

Date of the change: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If the change increases your benefit, we can only backdate the increase to the date of the change if you tell us about it within one calendar month. Otherwise we will apply the increase from the date we receive this form. If you want us to consider increasing the benefit from the date of the change, please answer the question below.

Why didn't you report the change earlier? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You must send us any evidence to support your reason for not contacting us earlier.

## 3. Declaration

- I have read and understood the information you have provided in this form.
- The information I have given in this form is true and complete.
- I understand that you may use the information I have given to prevent fraud.
- I understand that I must tell you about any change in my circumstances or the circumstances of my partner, my children and anyone living with me.
- I will tell you if any of the details in the letters you send me are incorrect.
- I understand that, under the Data Protection Act, you can give information about my claim to organisations that are listed in your data protection registration. These include government agencies, council departments, HMRC, The Rent Service, other councils and fraud officers.

<b>Your signature:</b>		<b>Your partner's signature:</b>		<b>Date:</b>	
------------------------	--	----------------------------------	--	--------------	--

## Data Protection

We will store and use your personal information in line with the Data Protection Act 1998. We must protect the public funds we handle and we may use the information you have provided to prevent and detect fraud. Our fraud investigations can include checking whether you have an undeclared partner living with you. We may also share this information, for the same purpose, with other organisations responsible for managing or handling public funds. For more information, go to [www.merton.gov.uk/legal/nfi-fdp.htm](http://www.merton.gov.uk/legal/nfi-fdp.htm) or contact the Data Protection Officer – e-mail: [data.protection@merton.gov.uk](mailto:data.protection@merton.gov.uk), phone: 020 8545 4182. You can get more information from [www.auditcommission.gov.uk/nfi/fpindex.asp](http://www.auditcommission.gov.uk/nfi/fpindex.asp)