

# CUSTOMER ACCOUNTS – CHANGE OF CIRCUMSTANCES FORM



Housing Benefit and Council Tax Benefit

## Central Bedfordshire Council

Watling House  
High Street North  
Dunstable  
Bedfordshire  
LU6 1LF

Please complete this form and return it to the address above to report a change in your circumstances which could affect your benefit.

### About you

Name	<input type="text"/>		
Address	<input type="text"/>		<input type="text"/>
	Postcode		
Claim reference (if known)	<input type="text"/>	Daytime telephone no.(optional)	<input type="text"/>

### About your change

Date of change(s)	<input type="text"/>
Details of your change of circumstances	<input type="text"/>

Please choose one of the following:

Please tick

I no longer want to claim. Please cancel my benefit

I want to claim benefit based on my new circumstances.

**IMPORTANT:** If your change will result in you being entitled to more benefit, this is known as a 'beneficial change'. We can only take a beneficial change into account if you have told us about it within one calendar month from the date of the change.

If you have not told us within one month, please tell us why you did not tell us earlier.

<input type="text"/>
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## Proof of your changes

You must provide proof of all of the changes in your circumstances.

If one of your changes is...	Please provide...
A partner has moved into your property.	<ul style="list-style-type: none"><li>• Two forms of identification <b>and</b> proof of their National Insurance number.</li><li>• Proof of their income.</li></ul>
Any other adult has moved into the property.	<ul style="list-style-type: none"><li>• Proof of their income.</li></ul>
A child has joined your household.	<ul style="list-style-type: none"><li>• Their birth certificate.</li><li>• Details of who receives child benefit for them.</li></ul>
You or someone in your household has started work.	<ul style="list-style-type: none"><li>• 5 weekly or 2 monthly payslips <b>or</b> a completed certificate of earnings form.</li></ul>
You or someone in your household has stopped work.	<ul style="list-style-type: none"><li>• Your P45 <b>and</b> last payslip.</li><li>• Proof of your new income.</li></ul>
Your income has changed.	<ul style="list-style-type: none"><li>• Proof of the income and the date it changed.</li></ul>
Your rent has increased.	<ul style="list-style-type: none"><li>• Your new tenancy agreement <b>or</b> a letter from your landlord.</li></ul>
Your capital has changed.	<ul style="list-style-type: none"><li>• The last 2 months' statements <b>or</b> a passbook which has been updated in the last month.</li><li>• If you have closed an account, proof of closure and proof of any balance transfers</li></ul>

If you need advice about what information you can provide, please contact us on 0300 300 8306, or email [customer.accounts@centralbedfordshire.gov.uk](mailto:customer.accounts@centralbedfordshire.gov.uk)

## Declaration

- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I agree** that you will use the information provided to process my claim for Housing Benefit or Council Tax Benefit or both, or to assess any discount or grant for Council services. You may check some of the information with other sources as allowed by the law.
- **I understand** that you may use any information I have provided in connection with this and any other claim for state benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- **I know** that I must let the Council's Customer Accounts Section know straight away in writing about any change in my circumstances, or the circumstances of anyone living with me, which might affect my claim.

Your signature

Date