

Housing Benefit & Council Tax Benefit

Proof we need to see

For example:

Change in rent - new tenancy agreement or letter from your landlord, if you are a private tenant.

Change in income - your most recent payslip or benefit entitlement letter.

Change in capital - your latest bank statement or book showing change.

The proof you send us must be the original documents. **We cannot accept photocopies.**

If you cannot get proof immediately, send the form in now and send the proof as soon as you can.

If you move and you still want to apply for benefit at your new address, you will have to fill in a new application form.

If your income support or job seekers allowance stops but you still want to apply for benefit on your new circumstances, you will have to fill in a new application form.

For further information please contact the Benefits Division. Our details are on the back of this leaflet.

**EPPING FOREST DISTRICT COUNCIL
PO BOX 5455
BENEFITS DIVISION
EPPING
ESSEX
CM16 4DS**

**Tel : 01992 564000
Fax : 01992 564296
Email : benefits@eppingforestdc.gov.uk**

The Finance Service reception area is open for Benefit enquiries at the Civic Offices -

**Mon - Thurs 9.00 am to 5.00 pm
Fri 9.00 am to 4.45 pm**



**Change of
Circumstances**

Epping Forest District Council

Important Information

If you are getting benefit you must tell us about **ANY** change in your circumstances straight away. For example, you must tell us

- If you move house.
- If your income changes.
- If your partner's income changes.
- If someone moves in or out.
- If your rent changes.
- If you or your partner stop getting Income Support or Job Seekers Allowance.
- If the circumstances of another adult in your property changes.

If you are not sure whether you should tell us about a change, we will be able to advise you. Please phone us on the number overleaf if you need more help. You must tell us about any changes **within one month** of the change. If you do not do this you may lose benefit. You will also have to pay back any overpayment of benefit that may be caused by the change in circumstances.

If you receive Guaranteed Pension Credit or Pension Savings Credit you only need to tell us about changes to your rent and household. All other changes such as income and savings must be reported to the Pension Service.

What you need to do

If there is an change in your circumstances fill in this form and send it to us straight away. You will find our address on the back of this form.

Telling another Council Section or Service or relying on another agency to tell us is not sufficient.

Housing Benefit and Council Tax Benefit Change of Circumstances

The law says that you must tell us about any change in your circumstances immediately. Please fill in this form and send it to the address overleaf straight away.

Your Name

Your Address

Date of Change

Details of Change

You must send us proof of the change. See overleaf for the type of proof you need to send.

I declare the above information is correct as far as I know.

I agree to the Council making any enquiries to verify the information given.

I understand that I can be prosecuted if I give false information.

Signature

Date