



# Reporting a Change of Circumstances

## Housing Benefit and Council Tax Reduction

If your circumstances change you must tell us straightaway. Use this form to tell us of any changes. Fill in this form using **black** ink.

### About You

**Claim Number**

**Name**

**Address**

**Phone Number**

If we need to contact you it may help if you can give us a contact phone number, this can be a mobile number.

### About the Change

**Date of the change**

**Details of the change**

Please tell us the full details of the change here and provide proof of any changes, such as payslips, pension slips, rent book. We need to see **original** documents not photocopies.

### Declaration

I know I must let the Council know straight away about any change in my circumstances which might affect my claim.

I declare the information I have given on this form is correct and complete.

**Signature**

**Date**