

Changes in Circumstances

Please use this form to report any changes in your circumstances to us.



ABERDEEN
CITY COUNCIL

Name _____ Council Tax Ref _____

Address _____ Benefit Ref _____

Post Code _____

Telephone No _____

Email address _____

I no longer wish to claim HB/CTB with effect from _____

Claimant Partner Dependant Non Dep Tenant/Boarder

Started/Stopped Work Effective From _____

Changes in Income Effective From _____

Please give details _____

End of Entitlement to Income Support or Job Seekers Allowance Effective From _____
or Employment & Support Allowance or Guarantee Credit.

Has anyone left your household Effective From _____

Who has moved out (Full Name) _____

Where have they moved to (Full Address Where Possible) _____

Addition to the household Effective From _____

Please give details _____

Full Name _____ Date Of Birth _____

Previous Address _____

Any other information Effective From _____

Please give details _____

Declaration

I understand that if the change in circumstance reported above means I get less Housing Benefit or Council Tax Benefit, I will have to pay an increased Council Tax and/or rent charge and any overpayment of Housing Benefit may be recovered from me.

Please note that under the National Fraud Initiative details of your claim may be compared with records within this council and other public bodies. For more information please log on to www.audi-scotland.gov.uk/work/nfi.php.

Claimant Signature _____ **Partner Signature** _____ **Date** _____

Revenues and Benefits

Changes in Circumstances For Benefit Claimants

Your claim for Housing Benefit and/or Council Tax Benefit has been assessed using the information you have given to us. You must tell us straight away if there are any changes to your circumstances.

Do not rely on anyone else to give us the information, or pass a message on - not even the Job Centre, Pension Service or HM Revenues & Customs.

If you don't tell us about the changes, you may lose money you are entitled to, or we may pay you too much benefit which we can ask you to repay.

Here are some examples of changes you must report. If any of these apply to you or if any of your circumstances have changed, please complete the details on the back of this form and return it to us.

- You stop receiving Income Support or Job Seekers Allowance or Employment & Support Allowance or Guarantee Credit.
 - Your Working Tax Credit or Child Tax Credit Changes
 - Your income, or the income of anyone living with you, goes up or down
 - You or anyone living with you has a change in capital or savings
 - You or anyone living with you gets a job, or changes their job, or changes their hours, or becomes unemployed
 - Someone moves into or out of your home (including boarders and sub-tenants)
 - A child leaves school or leaves home
 - You have a baby
 - Your rent changes and you pay rent to a private landlord or Housing Association
 - You move (even if you only move to a different room or flat within the same property)
 - You or anyone living with you goes into hospital or a nursing home, or goes into prison (even if this is on remand)
 - You return to work after a period of illness during which you have been receiving benefit
 - Your child starts to be cared for, or stops being cared for, or there is a change to the hours they are cared for, by a registered childminder, or nursery or playgroup
 - You or anyone living with you becomes a student
 - You or anyone living with you takes a second job
 - Someone starts to receive Carer's Allowance for looking after you
 - **ANYTHING AT ALL** which is different from what you have told us on your claim form
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If you're not sure about whether or not you need to tell us about a change, please call the Revenues and Benefits Office on 08456 080921 to check or write to us with the details at Revenues and Benefits, Aberdeen City Council, Business Hub 16, Marischal College, Broad Street, Aberdeen. AB10 1AB.
www.aberdeencity.gov.uk/counciltax