

Date issued / /

Council tax reference

Housing Benefit reference

Change of circumstance

**When Income Support, Jobseeker's Allowance,
Employment and Support Allowance or Pension Credit
(Guarantee Credit) ends**

Date received (for office use only)

Please read the tear-off Notes page at the back of this form carefully before filling this form in.

Full address and postcode of the property you are claiming for

We want your views

We welcome your views on our claim forms. Please let us know about any improvements you would like us to consider when we print this form again. You can give us details in **part 9** of this form.

আমাদের ফর্মগুলো (দরখাস্ত ফর্মগুলো) সম্পর্কে আপনার যে কোনো মতামত বা পরামর্শ আমরা সাদরে গ্রহণ করব। পূরণের ছাপানোর সময় যদি এই ফর্ম উন্নত করার ব্যাপারে কোনো পরামর্শ দিতে চান তবে অনুগ্রহ করে আমাদেরকে তা জানাবেন। এই ফর্মের পার্ট 9 (Part 9)-এ আপনার মতামত বা পরামর্শ লিখে দিতে পারেন।

মুন্ডি খেলোয়াড় ফার্মের স্টাসুরাইতে খুন্দে স্ট্রকে গুরু-ব্রাই মেরিানি মুন্ডিতে পে আওয়া-চে দে দে ফার্ম
দুবারে প্রিন্ট কলো নে মক্কে কমে حصے بهتر جو پولو متعلق غور كول پكاري دي-ستاسو ده ده فارم په حصه 9 كهنيه موندي
ته وثيله شئي-

ہم اپنے کلیم فارم کے متعلق آپ کی رائے کو پسندیدگی سے دیکھتے ہیں۔ براہ مہربانی ہمیں بتائیں کہ اس فارم کو دوبارہ پرنٹ کرنے سے پہلے ہمیں کن حصوں کو بہتر بنانے کے متعلق غور کرنا چاہئے۔ آپ اس فارم کے حصہ 9 میں ہمیں بتا سکتے ہیں۔

Cenimy wasz pogląd na nasze formularze – prosimy dać znać o wszelkich udoskonaleniach które moglibyśmy brać pod uwagę przy przedrukowaniu tego formularza. Można podać szczegóły w części nr. 9 tego formularza.



**Burnley Borough Council
Benefit Service
Parker Lane
Burnley
BB11 2DS**

If you have any questions about filling in this form, or you want to ask about your claim, please contact the Benefit Section. We will be happy to help you.

Office hours

Monday to Friday, 9am to 5pm
apart from
Wednesdays, 10am to 5pm

Phone

01282 425011

E-mail

benefits@burnley.gov.uk

Website

www.burnley.gov.uk

Citizens Advice

144-148 St James Street
Burnley
Lancashire
BB11 1NR
Phone: 01282 450535

Lancashire Welfare Rights

19-21 Carr Road
Nelson
Lancashire
BB9 7JS
Phone: 01282 470570



**Rossendale Borough Council
Admail ADM 4005
Rossendale
BB4 4ZR**

If you have any questions about filling in this form, or you want to ask about your claim, please contact us.

One-Stop Shop

Town Centre Offices
Lord Street
Rawtenstall
Rossendale
BB4 7LZ

Opening hours

Monday to Friday, 8.45am to 5.15pm

Phone

0845 900 0500

Monday to Friday, 8.45am to 7pm

E-mail

benefits@rossendalebc.gov.uk

Website

www.rossendale.gov.uk

Citizens Advice

18/18A King William Street
Bacup
OL13 0AH
Phone: 0845 4994121

Lancashire Welfare Rights

6/8 Birch Street
Accrington
BB5 1LG
Phone: 01254 301141



**Ribble Valley Borough
Council Offices
Church Walk
Clitheroe
BB7 2RA**

If you have any questions about filling in this form, or you want to ask about your claim, please contact the Benefit Section. We will be happy to help you.

Office hours

Monday to Friday, 8.45am to 5pm

Phone

01200 414453

E-mail

benefits@ribblevalley.gov.uk

Website

www.ribblevalley.gov.uk

Citizens Advice

19 Wesleyan Row
Clitheroe
Phone: 01200 428966

Lancashire Welfare Rights

6/8 Birch Street
Accrington
Phone: 01254 301141

Do you have a partner who normally lives with you?

By partner we mean a person you are married to or have a civil partnership with, or someone you live with as if you were their husband, wife or civil partner.

No ☐

Yes ☐ If you have a partner, you must answer all the questions about them as well as about yourself.

Surname or family name

First names (including any middle names)

Title (Mr, Mrs, Ms and so on)

Date of birth

National Insurance number

You can find this on payslips or letters from the Department for Work and Pensions or letters from HM Revenue & Customs. We cannot decide your claim if we do not have your National Insurance number.

Your daytime phone number

This may help us to deal with your claim more quickly.

Your e-mail address

Has your partner lived with you for less than six months?

No ☐

Yes ☐ Date they moved in

What date did your Income Support, Jobseeker's Allowance, Employment and Support Allowance or Pension Credit (Guarantee Credit) end?

You

Letters

Numbers

Letter

Your partner

Letters

Numbers

Letter

We need to see proof of identity and National Insurance number for you and your partner.

Are you or your partner
self-employed?

No ☐ Go to **part 3**.

Yes ☐ Answer the questions on this page.

You must send us your trading accounts for the last financial year as proof of your earnings. If you have only recently set up the business and do not have a full year's accounts, we will need to see some other proof of your income. We will write to you about this.

You

What kind of work do you do?

When did the business start?

 / /

What is the business address?

 Postcode

Do you have a business partner?

No ☐

Yes ☐ Tell us their name and address

 Postcode

How many hours a week do you
usually work?

Are you off sick at the moment?

No ☐

Yes ☐

If Yes, what date did you last work?

 / /

Your partner

 / /

 Postcode

No ☐

Yes ☐ Tell us their name and address

 Postcode

No ☐

Yes ☐

 / /

You

Do you get a Business Start-Up Allowance?

No ☐

Yes ☐ How much?

£

How often?

Every

Do you pay into a private pension scheme?

No ☐

Yes ☐ How much?

£

How often?

Every

Your partner

No ☐

Yes ☐ How much?

£

How often?

Every

No ☐

Yes ☐ How much?

£

How often?

Every

**We must see proof of your earnings before we can decide how much benefit you can get.
Read the checklist in part 10 to see what you can use as proof.**

Do you or your partner work
for an employer?

No ☐ Go to **part 9**.

Yes ☐ Answer the questions on this page.

If you or your partner work for more than one employer, tell us about the other employers on a separate sheet of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box. ☐

You

Your partner

What kind of work do you do?

What is your employer's name
and address?

Postcode

Postcode

When did you start this job?

 / / / /

What is your payroll, employee
or staff number?

Are you employed for a limited
period?

No ☐

Yes ☐ When will you finish?

 / /

No ☐

Yes ☐ When will they finish?

 / /

How much do you get paid
before tax and National
Insurance are taken off?

£

£

How often are you paid?

Every

Every

You

Your partner

How are you paid?

For example, in cash, by cheque or straight into a bank or building society account.

When was your last pay rise?

 / /
 / /

When will your next pay rise be?

 / /
 / /

How many hours a week do you work?

Give details of any regular overtime, bonuses or commission you receive.

Are you getting Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP) or Statutory Paternity Pay (SPP) from your employer at the moment?

No ☐

Yes ☐

No ☐

Yes ☐

Are you getting any other sick pay or maternity pay from your employer at the moment?

No ☐

Yes ☐

No ☐

Yes ☐

Do you pay into a private or company pension scheme?

No ☐

Yes ☐ How much?

£

How often?

Every

£

How often?

Every

**We must see proof of any earnings before we can decide how much benefit you can get.
Read the checklist in part 10 to see what you can use as proof.**

Part 4 About any other work

page 8

Do you or your partner do any other work at all?

This could be voluntary work or any other work, even if it is not paid work.

No ☐ **Go to part 5.**

Yes ☐ Answer the questions on this page.

You

What other work do you do?

What is the name and address of the person you do this work for?

Postcode

When did you start doing this work?

 / /

How many hours a week do you work?

Do you get paid?

If you only get expenses or tips, still tick **Yes** and give details.

No ☐

Yes ☐ How much do you get before tax and National Insurance?

£

How often?

Every

Your partner

Postcode

 / /

No ☐

Yes ☐ How much do you get before tax and National Insurance?

£

How often?

Every

**We must see proof of any earnings before we can decide how much benefit you can get.
Read the checklist in part 10 to see what you can use as proof.**

Part 5 About benefits, pensions, allowances and tax credits

page 9

Are you or your partner getting any benefits or waiting to hear about benefits you have claimed? No ☐ Go to part 9.
Yes ☐

Read the list of benefits below and tell us about any you or your partner are getting now or have claimed.

- Income Support
- Income-based Jobseeker's Allowance
- Contribution-based Jobseeker's Allowance
- State Pension
- War Pension or War Widow's Pension
- Income from annuities
- Works pension
- Incapacity Benefit
- Disability Living Allowance
- War Disablement Benefit
- Industrial Death Benefit
- Attendance Allowance
- Industrial Injuries Disablement
- Carer's Allowance
- Child Benefit
- Child Tax Credit
- Working Tax Credit
- Widowed Parent's Allowance
- Severe Disablement Allowance
- Bereavement Allowance
- Fostering Allowance
- Guardian's Allowance
- Adoption Allowance
- New Deal payments
- Maternity Allowance
- Reduced Earnings Allowance
- Employment and Support Allowance

This is not a full list of all the types of benefit you can get.

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate sheet of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box. ☐

	You
The name of the benefit or pension	
Waiting to hear	☐
Getting now	☐ How much, how often and by what method?
	£ every by
The name of the benefit or pension	
Waiting to hear	☐
Getting now	☐ How much, how often and by what method?
	£ every by
The name of the benefit or pension	
Waiting to hear	☐
Getting now	☐ How much, how often and by what method?
	£ every by

	Your partner
	☐
	☐ How much, how often and by what method?
	£ every by
	☐
	☐ How much, how often and by what method?
	£ every by
	☐
	☐ How much, how often and by what method?
	£ every by

We need to see proof of your and your partner's benefits and pensions. See the checklist in part 10.

Part 5 About benefits, pensions, allowances and tax credits - continued

page 10

	You	Your partner
The name of the benefit or pension		
Waiting to hear	☐	☐
Getting now	☐ How much, how often and by what method?	☐ How much, how often and by what method?
	£ every by	£ every by
The name of the benefit or pension		
Waiting to hear	☐	☐
Getting now	☐ How much, how often and by what method?	☐ How much, how often and by what method?
	£ every by	£ every by
The name of the benefit or pension		
Waiting to hear	☐	☐
Getting now	☐ How much, how often and by what method?	☐ How much, how often and by what method?
	£ every by	£ every by

We need to see proof of your and your partner's benefits and pensions. See the checklist in part 10.

Part 6 About other money coming in

Do you or your partner have any money coming in that you have not already told us about on this form, or expect to receive any money?

This includes work, pensions, maintenance or child support for you, your partner or any of the children you have told us about on this form, money from a trust fund, training allowances, a student grant or loan, and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants. You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the Macfarlane Trust.

No ☐ Go to **part 7**.

Yes ☐ Answer the questions in this part.

Other money 1

What is the money for?

Who gets it?

How much do they get?

How often?

When did they start getting this income?

When is the income likely to change?

Other money 3

What is the money for?

Who gets it?

How much do they get?

How often?

When did they start getting this income?

When is the income likely to change?

Other money 2

What is the money for?

Who gets it?

How much do they get?

How often?

When did they start getting this income?

When is the income likely to change?

Part 7 Money you pay out (outgoings)

page 12

Do you or your partner pay towards the upkeep of a student?

You

No ☐

Yes ☐ How much do you pay?

£

How often?

Every

Your partner

No ☐

Yes ☐ How much do you pay?

£

How often?

Every

Do you or your partner pay a registered childminder, nursery or after-school club to look after any children under 15 (under 16 if they are disabled)?

No ☐

Yes ☐ How much do you pay?

Name of child

Name and registration number of
childcare provider

Amount you pay

£ every

£ every

We must see proof of any money going out before we can decide how much benefit you can get.
Read the checklist in part 10 to see what you can use as proof.

Part 8 About accounts, savings and investments

Do you or your partner, have any bank accounts, savings or investments in the UK or abroad?

This includes cash, current accounts and savings accounts with a bank or building society, post office accounts, Premium Bonds, National Savings Certificates, and stocks and shares.

No ☐ Go to **part 10**.

Yes ☐ Answer all the questions in this part. We must see proof of all the accounts, savings and investments. Read the checklist in part 10 to see what you can use as proof.

Do you or your partner have any bank accounts?

No ☐

Yes ☐

Tell us about all your **bank accounts**, even empty or overdrawn ones. If there are more than two bank accounts, tell us about them on a separate sheet of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box. ☐

Name of bank

Name the account is held in?

Account number

Amount in the account

Name of bank

Name the account is held in?

Account number

Amount in the account

Do you or your partner have any building society accounts?

No ☐

Yes ☐

Tell us about **building society accounts**, even if you do not use them regularly. If you have more than two building society accounts, tell us about the others on a separate sheet of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box. ☐

Name of building society

Name the account is held in?

Account number

Amount in the account

Name of building society

Name the account is held in?

Account number

Amount in the account

Do you or your partner have any post office accounts?

This includes savings accounts and Girobank accounts.

No ☐

Yes ☐

Tell us about post office accounts. If you have more than two post office accounts, tell us about the others on a separate sheet of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box. ☐

Type of account

Name the account is held in

Amount in the account

£

Type of account

Name the account is held in

Amount in the account

£

Do you or your partner have any Premium Bonds?

No ☐

Yes ☐

Value

£

Do you or your partner have any National Savings Certificates?

No ☐

Yes ☐

Issue number

Value

£

How many?

Issue number

Value

£

How many?

Do you or you partner have any stocks, shares, bonds or unit trusts?

No ☐

Yes ☐

Company name

How many?

Company name

How many?

Do you or your partner have any other savings or investments?

No ☐

Yes ☐ Tell us about this

For example, cash, TESSAs, ISAs, TOISAs, compensation or any other money you have not told us about on this form.

Do you or your partner own or partly own any property, land or timeshare, other than the home you live in, either in the UK or abroad?

No ☐

Yes ☐ What is the address?

Tick **Yes** even if you have a mortgage or loan for the property, land or timeshare.

Postcode

How much is it worth?

 £

If you have a mortgage or loan for this, how much do you have left to repay?

 £

Is it up for sale?

No ☐

Yes ☐

Part 8 About accounts, savings and investments - continued

page 16

Have you or your partner received:

- a Far Eastern Prisoner of War Payment?

No ☐

Yes ☐

Who received it?

- a payment from vJCD (variant Creutzfeldt-Jakob Disease) Trust?

No ☐

Yes ☐

Who received it?

Part 9 Anything else you need to tell us

Use the box below to tell us anything else you think we should know about. Use a separate sheet of paper and attach it to this form if you need to.

If you are sending separate sheets of paper with this form, tell us how many.

Please tick to say what proof you are sending with this form. We must see **original documents**, not copies.

Please do not send valuable documents through the post. If you can, bring them into your nearest council benefit office shown at the front of this form. We will take the details we need and give you the documents back straight away. If you cannot get into the office, phone us for more advice.

If you do not provide all the proof we need, we might not be able to pay you any benefit. We need the same proof for your partner, if you have one.

If you cannot send the proof we need at the moment, send the form back to us **now** and send the proof later.

We can start to process your claim, **but we will not be able to pay you any benefit until we have all the proof.**

• **Proof of identity**

Such as a birth certificate, marriage or civil partnership certificate, passport, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill. We may need to see several of these documents for each person.

☐

• **Proof of address**

Such as a recent gas or electricity bill or a TV licence.

☐

• **Proof of National Insurance number**

Such as a National Insurance number card, payslips or letters from the Department for Work and Pensions or HM Revenue & Customs.

☐

• **Proof of accounts, savings and investments**

Such as all your bank, building society or post office books, full bank statements, or certificates for Premium Bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see proof of any interest or dividends you get on investments and savings. The proof you send must show details for at least two months.

☐

• **Proof of earnings**

We also need this for any other adults living in your home.

This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. If you do not have payslips, use the certificate of earnings on page 23.

☐

If you or your partner are self-employed, we need to see your accounts for the last financial year. If you have been trading for less than six months, we need a summary of your trading records so far.

• **Proof of other income**

We also need this for any other adults living in your home.

Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see proof of any money people pay you for board and lodgings.

☐

• **Proof of benefits, pensions, allowances and tax credits**

We also need this for any other adults living in your home.

Such as current award notices or letters from your Jobcentre Plus office, social security office or Pension Centre confirming how much you get. If you do not have proof, let us know straight away.

☐

• **Proof of money you pay out**

Such as letters about student grants, maintenance agreements or receipts from registered childcare providers.

☐

We can usually award your new level of benefit from the Monday after the day we receive your claim. Sometimes we can pay the benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your new benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier.

Date you want to claim the new benefit from

Tell us why you have not told us about your change of circumstances before.

Attach extra sheets if necessary.

- If you get Council Tax Benefit, we will take this off your council tax bill.
- If you are a council tenant, any Housing Benefit you get will be taken off your rent.
- If you are a housing association tenant, we can pay Housing Benefit to you or your landlord.
- If you are a private tenant, we can pay you:
 - direct into your bank, building society or National Savings Bank account, or
 - by cheque in exceptional circumstances.

Payment direct into an account

This is the safest way for us to pay your benefit, and having a bank account lets you choose how and when you get your money.

If we cannot pay you direct into an account, we will pay you by cheque.

Finding out how much is paid into the account

We will tell you whenever we know there is going to be a change in the amount we pay into your account.

You can check your benefit payments on your account statements. If you think your payment is wrong, get in touch with the office that pays you.

About the account you want to use

You **must** tick one of these boxes.

Tick this box if you agree to be paid direct into an account.

☐

Please give your account details on the next page. You must fill in all the boxes, including the building society roll or reference number if you have one.

You can find the account details on your chequebook, passbook or statements. If you are not sure about the details, ask your bank, building society or other account provider.

Tick this box if you would like to be paid by cheque.

☐

Tick this box if you are a housing association tenant and would like your Housing Benefit to be paid direct to your landlord.

☐

Do not forget to fill in the authorisation sheet (tear-off 1) and give it to your landlord to sign.

Whose name (or names) is the account in?

Please tick one box.

In your name

9

In your partner's name

7

In your name and your partner's name

7

In the name of the person acting on your behalf

7

In your name and the name of the person acting on your behalf

7

Please write the name or names as they appear on your chequebook, passbook or statement.

--

Please tell us all six numbers, for example: 12-34-56.

		-		-	
--	--	---	--	---	--

This is between seven and 10 numbers long.

[illegible]

Some building society accounts use a roll or reference number. The number is on your passbook and can be up to 18 characters long. If you are not sure whether your account has a roll or reference number, ask the building society.

[illegible]

Even if someone else has filled in this form for you, you must sign this declaration if you can.

If you have a partner, getting them to sign this form should allow us to process your claim more quickly, but they do not have to sign.

Please read this declaration carefully before you sign and date it.

- **I understand** that this claim is made to you, my local council.
- **I confirm** that, as far as I know, the information I have given on this form is correct and complete.
- **I understand** that if I have given information that is incorrect or incomplete, you may take legal action against me.
- **I agree** that you will use the information I have provided to process my claim for benefit. You may check some of the information with others, as allowed by law.
- We have a duty to protect the public funds we handle. To do this we may use the information you have provided on this form to prevent and detect fraud. We may also share your information for the same purposes, with others responsible for auditing and dealing with public funds. For more information, visit our website at the web address shown on the front of this form and look for 'data matching', or visit www.audit-commission.gov.uk.
- **I know** that I must let your benefit section know about any change in my circumstances that could affect my claim. I must do this in writing and as soon as possible.

Your signature
(the person
claiming)

Date

 / /

Partner's
signature

Date

 / /

If this form has been filled in by someone other than the person claiming.

Please tell us why you are filling in this form for the person claiming.

I confirm that, as far as possible, I have checked with the person claiming that the answers I have written on this form are correct.

Your name if you have filled in this form for the person claiming.

Your signature

Your relationship to the person claiming

Date

 / /

To help us improve our services to our customers, please tell us more about your background.

Which ethnic group do you belong to?

Asian or Asian British

- Indian ☐
- Pakistani ☐
- Bangladeshi ☐
- Any other Asian background ☐ Say which below.

Black or black British

- African ☐
- Caribbean ☐
- Any other black background ☐ Say which below.

Chinese or other ethnic group

- Chinese ☐
- Any other ethnic group ☐ Say which below.

Mixed

- White and Asian ☐
- White and black African ☐
- White and black Caribbean ☐
- Any other mixed background ☐ Say which below.

White

- British ☐
- Irish ☐
- Any other white background ☐ Say which below.

Do you consider yourself to have a disability?

- Yes ☐
- No ☐

If **yes**, do you have:

- eyesight problems? ☐
- a physical disability? ☐
- some other disability? ☐ Give details below.

Fill in your details in the table below and then ask your employer to fill in the rest.

Your name	Job title	
Address	National Insurance number	
	Works or payroll number	

Letter to employer

Please give us the information we ask for below and return this form to your employer as soon as possible. Give details for the last five weeks, three fortnights or two months, depending on how often you pay your employee. You should include details of overtime, commission, bonus payments, Statutory Sick Pay and Statutory Maternity Pay.

Date the employee started working for you:	Number of hours they work each week:
Position held:	Date of last pay rise:
How often they are paid:	National Insurance number:
How they are paid:	Tax code:

Please fill in five rows (if they are paid weekly), three rows (if they are paid fortnightly) or two rows (if they are paid monthly or every four weeks) in the table below.

Date paid	Gross pay (before deductions)	Income tax	National Insurance	Employee's or employers Pension contributions	Other deductions	Net pay (after deductions)
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
	£	£	£	£	£	£
Total	£	£	£	£	£	£

Certificate of earnings

page 24

Date	Gross pay to date	Income Tax to date	National Insurance to date	Employee's or employer's Pension contributions to date	Other deductions to date	Net pay to date
/ /	£	£	£	£	£	£

If any bonuses or expenses are included or paid separately, please give details.

Please give details of any other deductions.

If any holiday pay is included in the figures above, give the following details.

Period it is for from / / to / /

Amount paid

 £

Will your employee's wages go up or down in the future? Yes ☐ No ☐ Don't know ☐

The information I have given is true and complete

Employer's name and address:	Official stamp:
Postcode:	
Authorised signature:	
Name:	Date:
Official position:	Phone:

Sharing information with your landlord

Sharing information with your landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

We may need to confirm information with your landlord (for example, the date your tenancy started) before we can make a decision on your claim. In these circumstances, we can contact your landlord without your permission.

If we decide to pay your benefit to your landlord direct, by law we need to tell your landlord this and certain other decisions that could affect your landlord.

Under the Data Protection Act 1998, we need your permission to discuss anything else with your landlord.

If you give us permission, we would be able to tell your landlord whether:

- you have claimed Housing Benefit;
- we have made a decision on your claim; or
- we need more information to make a decision on your claim.

We will not give your landlord any information about:

- **your personal household circumstances; or**
- **your financial circumstances.**

You can withdraw your permission at any time.

It will not affect your claim if you do not give us permission to discuss your claim with your landlord.

If you want to give us permission to discuss your claim with your landlord, please sign below.

I give you permission to share information about my claim with my landlord or their representative.

Signature

Address

Postcode

Full name
(in CAPITAL
LETTERS)

Date

/ /

Paying benefit to your housing association

HCTB1 *tear-off 1*

This section applies to housing association tenants only.

You and your housing association should read and sign this agreement.

Your declaration

Please pay my Housing Benefit direct to my housing association.

- **I understand** that I must always tell you about any change in my circumstances.
- **I understand** that if I do not tell you about any change of circumstance and you pay me too much benefit because of this, I may have to pay back the extra benefit.
- **I understand** that you can take legal action against me if I do not tell you about any change of circumstance or if I give you information that I know is incorrect or incomplete.

Signature

Date

Full name
(in CAPITAL
LETTERS)

Your landlord's declaration

I agree to accept Housing Benefit payments for the tenant named above.

I understand that by law:

- I must tell you straight away if I find out about any change in the tenant's circumstances;
- you can stop paying benefit to me if I do not tell you about any change in my tenant's circumstances;
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to; and
- if you pay me too much Housing Benefit for any tenants, I may have to repay it. (You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.)

Signature

Date

Full name
(in CAPITAL
LETTERS)

Please tear off this form and keep it in a safe place until you need to tell us about a change.

If your circumstances change in the future, you must let us know straight away. The change may affect how much benefit you can get. If you do not tell us within one month and you are entitled to more benefit, we will only be able to increase your benefit from the date you tell us about the change. If you do not tell us about a change and we pay you too much benefit, we will ask you to pay the money back. **You may also be breaking the law if you do not tell us about any changes, and we may take legal action against you.**

Please use the form over the page to tell us about a change in your circumstances. You should return the form, along with any proof we need, to your local council office shown at the beginning of this form.

Below are some examples of the types of change you need to tell us about.

Financial

- A change in earnings, benefits or any other income.
- If you start or stop getting state benefits (for example, Income Support, Jobseeker's Allowance, Employment and Support Allowance, Pension Credit, tax credits or another benefit).
- If you or your partner start work, stop work or change jobs.
- A change in your savings and investments.
- A change in your childcare costs.

Accommodation details

- If your rent changes.
- If you change address. (You will need to fill in a new claim form straight away. If you move out of the borough, you will need to contact the local authority in your new area to continue to claim benefit.)

Household details

- If anyone joins or leaves your household, or their income changes. (We will need the previous address of anyone who moves into your property, and the forwarding address of anyone who leaves your property.)
- If a child leaves school.

A report of a change in my circumstances

HCTB1 *tear-off 2*

Name:	Claim number:
Address:	
	Phone number:

My circumstances have changed since I last filled in an application for Housing Benefit, Local Housing Allowance or Council Tax Benefit.

My circumstances have changed in the following ways.

Are you sending any documents as proof of the change? Yes ☐ No ☐

Date the change happened? / /

The information I have given on this form is correct and complete. I understand that if I give information that is incorrect or incomplete, you may take legal action against me. I understand that you may check the information I have given, and get other relevant information. I understand that if you pay me too much benefit, I may have to pay it back.

Signature

Date / /