

## Changes in Circumstances

### Note to Claimant

Once completed and signed please return to the address below without delay. You have **1 month** from the date of change to report it to the Benefit Section. Delay will affect the date your benefit is changed from and could result in you losing benefit or getting too much benefit which you will have to pay back.

Please try to provide proof of the change within **7 days** of the date that you first report it to us. This will allow us to deal with your claim as quickly and efficiently as possible.

### Changes that you must tell us about

Any changes in your circumstances or of anybody in your household may affect your benefit. You must tell us about the change as soon as it happens even if it is only for a short time. Please inform the Benefits Office straight away using this form.

Below are some examples of changes in circumstances that could affect your Benefit.

- If your income or the income of anyone living with you changes.
- If you or your partner stop getting Income Support or Job Seekers Allowance (you must tell us even if your benefit is only stopped for a short period, for example, if you go on holiday).
- If your capital/savings change (unless it stays below £3000 in total).
- If your children leave school or move away from your home.
- If anyone moves into or out of your home, including lodgers, (sub) tenants or adult members of the family.
- If anyone living with you becomes a student, goes on YTS or MSC Courses or get, changes or leaves a job.
- If you or your partner are in hospital for more than 6 weeks.
- If your rent changes (unless you are a council tenant).
- If you move.
- If you are away from home or if your landlord changes.
- If you receive any decision from THE HOME OFFICE.
- If there are any other changes which may affect your Housing Benefit or Council Tax Benefit.

**IF YOU DO NOT TELL US ABOUT THESE THINGS YOU MAY LOSE MONEY TO WHICH YOU ARE ENTITLED OR YOU MAY GET TOO MUCH BENEFIT WHICH YOU WILL HAVE TO PAY BACK.**

**Examples of documents that we will accept as proof of your change (Originals only)**

- Wage slips (consecutive) - 5 weekly, 3 fortnightly or 2 monthly
- Benefit entitlement letters
- Evidence of Non Dependants income
- Other income (private pensions, Tax Credits etc)
- Bank statements (last 2 consecutive)
- Investment Certificates (stocks, shares etc)
- Current self-employed accounts
- Birth Certificate

Return Addresses:

**Revenues and Benefits Service  
London Borough of Waltham Forest  
PO Box 856  
London  
E17 9PN**

**The Waltham Forest Direct Shop  
772-776 High Road  
Leyton  
London, E10 6AE**

Name :

Address :

Housing Benefit Reference No. (if known) :

National Insurance No. :

I wish to inform you that :

Date of change :

Please tick the relevant box/es below to tell us what Supporting Documents you have provided with this form

- |  |                          |                                  |                          |
|--|--------------------------|----------------------------------|--------------------------|
| ■ Wage slips - 5 consecutive weekly, 3 consecutive fortnightly or 2 consecutive monthly <input type="checkbox"/> |                          |                                  |                          |
| ■ Child Benefit  | <input type="checkbox"/> | ■ Current self-employed accounts | <input type="checkbox"/> |
| ■ Income Support or JSA  | <input type="checkbox"/> | ■ Maintenance                    | <input type="checkbox"/> |
| ■ DLA &/or Attendance Allowance  | <input type="checkbox"/> | ■ Incapacity Benefit &/or SDA    | <input type="checkbox"/> |
| ■ SRP &/or War Pension   | <input type="checkbox"/> | ■ Carers Allowance               | <input type="checkbox"/> |
| ■ Private Pension award (most recent)  | <input type="checkbox"/> | ■ Pension Credit award letter    | <input type="checkbox"/> |
| ■ Working Tax &/or Child Tax Credit award letter   | <input type="checkbox"/> | ■ Student loan / grant           | <input type="checkbox"/> |
| ■ Other supporting document / s (Specify below)  | <input type="checkbox"/> | ■ Birth Certificate              | <input type="checkbox"/> |

I declare the above information is correct. I understand that it is a criminal offence if I give information that is incorrect or incomplete. I also understand that you may take action against me including prosecution in court if I do so.

Signature :  
Date :