

HOUSING AND COUNCIL TAX BENEFIT

HAVE YOU HAD A CHANGE IN YOUR CIRCUMSTANCES?

We want to pay you the correct amount of benefit, so please tell us if your circumstances change. Some examples we need you to tell us about are listed below:

- You might start work, take another job or do additional hours;
- You start to get Tax Credits or have a change in the amount paid to you;
- You pay less or more for child care;
- Other people join or leave your household – a partner, a lodger, a son or daughter, another adult;
- Your capital / savings / investments increase over £6,000 or are over this amount and change by more than £250;
- Other income you receive changes or you have a new income.

Please use the form on the back to report any change you have. You can contact us by telephone on **55 64 55** or you can visit us at Scottsdale House, Springfield Avenue, Harrogate. Changes can also be reported on our website at **www.harrogate.gov.uk/benefits** or you can use our email address at **ben_rev@harrogate.gov.uk**

YOU ARE RESPONSIBLE FOR REPORTING YOUR OWN CHANGES

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**HOUSING BENEFIT and /or COUNCIL TAX BENEFIT
CHANGE IN CIRCUMSTANCES FORM**

Please use this form to tell us about any change in circumstances

Name:

Reference Number:

(This reference is shown on the enclosed decision notice)

Address:

Postcode:	
Telephone/contact number:	

1. I wish to inform you about a change in circumstances, which might affect the benefit being paid.

PLEASE STATE WHAT THE CHANGE IS AND THE DATE THE CHANGE HAPPENED

2. For a change of address. Please fill in the following boxes:

2a. Enter the date of the change of address:

2b. Enter the new address:

Postcode:	

2c. Do you wish to claim at this new address? (Tick YES or NO) YES NO

3. Please sign and date this form. I declare that the information I have given is true and complete.

Signature:

Date:

Where this form has been completed by a person other than the person claiming the benefit, please enter their name and address in the box below:

Name:

Address:

Postcode:	

Please return this form to:
Harrogate Borough Council
P.O. Box 13, Benefit Services
Scottsdale House
Springfield Avenue
Harrogate HG1 2SD