Financial Services

Financial Services, P.O. Box 722 Civic Centre,
Poole, Dorset BH15 2YE
Helpline: (01202) 633114
Fax: (01202) 633150
Fraud Freephone Confidential Hotline: 0800 0963596

boroughofpoole.com

Date sent: / /

Date received: / /

HB/CTB Ref:

Housing and Council Tax Benefit Change of Circumstance

Part 1 Your details (please complete the form in black ink)

Title (Mr, Mrs, Ms, Miss, Other)

First names

Surname or family name

Date of birth / /

National Insurance Number Letters Numbers Letter

My address is

Telephone

Are you?
(please tick one box)

A Private tenant or Boarder ○ Council or Housing Association Tenant ○ An Owner Occupier ○

Part 2 Your change of circumstances

What is the change in your circumstances?
e.g. 'I have started work', 'My son has moved in', 'My rent has increased'.

When did this change happen?

Note: If this change happened more than a month ago, please say why you did not tell us earlier.

Part 3 Household composition

Please list everybody who normally lives with you. This includes your partner if you have one, and children. By partner we mean a person you are married to, or have a Civil Partnership with, or a person you live with as if you are their husband, wife or civil partner. If none please write "none".

Name	Relationship to you	Date of Birth	Income	Amount
		/ /		
		/ /		
		/ /		
		/ /		
		/ /		
		/ /		

If anyone has moved in or out of your household, please provide their full name and date of birth, and also the date that they moved. If there has been a change in household members' income please provide full details.

Part 4 Earnings

Do you or your partner Work?

No ◯ *Go to Part 5*

Yes ◯ *Please answer all the questions below*

Are you or your partner Self-Employed?

No ◯ *Please answer all the questions below*

Yes ◯ *We will write to you about this*

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

	You	Your Partner
What kind of work do you do?		
What is your employer's name and address?		
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 you finish? / /
How often do you get paid?		
How much do you get paid before tax and National Insurance get taken off?	£	£
How are you paid? *For example in cash, by cheque, or straight into your bank account.*		
How many hours a week do you usually work?		

Part 4 Earnings continued

	You	Your Partner
Are you getting Statutory Sick Pay (SSP), Statutory Paternity Pay (SPP), Adoption Pay or Statutory Maternity Pay (SMP) 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	◯ No ◯ Yes

Please provide proof of all the income you have declared above.

If you are paid monthly please supply your 2 most recent payslips, if you are paid weekly then supply your last 5 wage slips. If you have just started work you must supply some evidence of your likely earnings. You can provide a letter from your employer confirming the date you started work, the number of hours you are expected to work each week and the rate of pay. Alternatively you can supply your contract of employment providing it states this information. You will then be expected to provide your first 5 weeks (or first 2 months if paid monthly) payslips as and when you receive them.

Do you or your partner pay any childminding costs to a registered childminder, a nursery or an after-school club?

No ◯ *Go to Part 5*

Yes ◯ *Please tell us about it below*

Tell us the name and registration number of the minder.

How much do you pay each week?
We will need to see proof of this

£

Part 5 Benefits and pensions

Please give details of all benefits and pensions you or your partner receive and how often they are received (e.g. weekly, four weekly, monthly). For example: - Tax Credits, Child Benefit, Incapacity Benefit, Disability Living Allowance, Employment and Support Allowance, Pension Credits. If none please write “none”.

Type	Amount	How often	Reference number	Who receives it?
	£			
	£			
	£			
	£			
	£			
	£			

Please provide proof of all the income you have declared above, e.g. award letters, statements showing payments into account etc.

Part 6 About other money coming in

Please give details of all other income received and how often it is received. For example: Private pensions, occupational pensions, maintenance payments, money from a trust fund, training allowances. If none please write "none".

Type	Amount	How often	Reference number	Who receives it?
	£			
	£			
	£			
	£			
	£			
	£			

If your income has changed please ensure Page 1 of this form is completed in full.

Please provide proof of all the income you have declared above, e.g. private or occupational pension statements.

Part 7 Bank accounts, savings, investments and property

We need to know if you and your partner have any bank accounts, savings, investments or property 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. **If none please write "none".**

Type	Details of accounts or address of property/land	Amount
		£
		£
		£
		£
		£
		£

You must send us proof of all these savings if they are worth £6,000 or more in total.
For example, your most recent bank statements or a savings account book. Bank statements must show dates relevant to the time you complete this claim form and savings account books must be up to date.

Part 8 Checklist

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

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

- **Evidence of identity and national insurance number of any new partner**

  Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, EEC identity card or UK residence permit.

- **Evidence of capital, 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 evidence of any interest or dividends you get on investments and savings. Bank statements must show dates relevant to the time you complete this claim form and savings account books must be up to date.

- **Evidence of earnings**

  We also need this for other adults who form part of your household.

  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.

- **Evidence of self employed earnings**

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

- **Evidence of other income**

  We also need this for other adults who form part of your household.

  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 evidence of any money people pay you for Board and Lodgings.

- **Evidence of benefits, allowances or pensions**

  We also need this for other adults who form part of your household.

  Such as current award notices or letters from social security or HM Revenue and Customs (HMRC) confirming how much you get. If you do not have evidence, let us know straight away.

Do not delay returning this form while you are waiting for documents we need as proof, because you may lose entitlement.

Part 9 What to do next

When you have filled in the form sign it and send it to the Benefits Service with the proof we need to see. When you send us original documents in the post we will return them to you within 3 working days.

Do not send valuable items such as bank books or passports in the post. Bring them to the Benefits Service and we will get the information we need and give them back to you. If you wish to visit the office, please allow time for your enquiry to be handled within office hours. We will aim to see you within 30 minutes of your arrival.

If you cannot get the proof we need straight away, do not worry. Send the form to us with the proof you do have and let us know that you will be sending some proof later.

If you do not send the form to us straight away, you might lose money.

Changes you must tell the Benefit Service about

For example:

- your tax credit payments change
- your income or the income of anyone living with you, including benefits, changes
- you or anyone living with you starts work
- any of your children leave school or leave home
- anyone moves into or out of your home, including lodgers and subtenants
- you or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or changes or leaves a job
- your capital or savings change
- your rent changes
- you move
- you or your partner are going to be away from home for more than a month
- anything you have told us about changes

This is not a full list. If you are not sure, ask us for advice. You must tell us about any changes in writing - a phone call is not enough. If you do not tell us about these changes, you may lose money you are entitled to or you may get too much benefit.

You must make sure that you tell us about any changes. Don't rely on someone else to pass this message on.

It is an offence not to tell us about any change of circumstance that may affect your benefit. We may take court action against you and if we pay you too much benefit, you will probably have to pay it back.

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

Part 10 Declaration

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

- **I declare** that 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 action against me. This may include court action.
- **I agree** that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources as allowed by the law.
- **I understand** the authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. These other bodies include government departments, like the Department of Work and Pensions; other local authorities and private sector organisations such as banks and organisations that lend you money.
- **I know** that I must let you know in writing about any change in my circumstances, which might affect my claim.

Signature of person claiming _____ Date / /

If this form has been filled in by someone else please tell us why you are filling in the form for the person claiming _____

- **I declare** I have confirmed with the person claiming that the answers I have written on this form are correct

Name of person who filled in the form _____

Signature of the person who filled in the form (if different) _____ Date / /

Relationship to person claiming _____

Part 11 If you need to contact us

The telephone number is: (01202) 633114
You can e-mail the Benefit Section at: **financialservices@poole.gov.uk**

If you wish to make enquires in person our offices are:
Financial Services, Borough of Poole, PO Box 722, Civic Centre, Poole BH15 2YE.

We are open during standard office hours.

Part 12 How your Benefits Office collects and uses information

We will use the information you give in this form, and in any supporting evidence you send, to process your claim for Housing Benefit and Council Tax Benefit. It may also be used for the accounting and recovery of Council Tax.

The authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

These other bodies include government departments, like the Department of Work and Pensions; other local authorities and private sector organisations such as banks and organisations that lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows this.

Your local council is a data controller for the purposes of the Data Protection Act.

If you want to know more about what information we have about you, or the way we use that information, please ask us.

We have a special team that investigates benefit fraud.

If you have any information about false claims, please ring them on **08000 963596**

Other formats & translations

We can supply this information in large print, on audio tape or in your own language.

Please call **01202 633114**

Email: financialservices@boroughofpoole.com
www.**borough**of**poole**.com/translations