

Housing benefit and council tax benefit Change of circumstance form

Our commitment to you: "To provide an inclusive and secure Benefits service that pays the right people, the right amount of benefit at the right time."

If your circumstances have changed, please complete and return this form to us as soon as the change takes place or you know that a change is going to happen. If your circumstances have not changed, you do not need to complete this form. Your benefits may be affected if you do not tell us about changes in your circumstances.

Not sure what to report?

You must report any changes to your circumstances as this may affect your benefits. If you are unsure about what changes to report, please call **0800 072 0042** (8am to 6pm Monday to Friday), textphone **0845 070 0281**, or ask at a benefit reception office and we'll be happy to help.

Returning the form

If you need to complete this form, please return it to us when you have filled it in. Post it to: **Westminster Benefits Service, PO Box 82, Erith DA8 1WJ**. Or give it to a member of staff at one of our benefit reception sites. The addresses are:

180 Vauxhall Bridge Road, London SW1 1ER - 8.30am to 6pm Monday to Friday

101 Orchardson Street, London NW8 8EA - 8.30am to 5pm Monday to Friday

If you are unable to visit one of our offices and would like us to come to your home to help you complete this form, please call us on Freephone 0800 072 0042 8am to 6pm Monday to Friday.

Your first name and surname (family name)

Your housing and council tax benefit reference number

Your address and postcode

Your contact number

Your e-mail address



CS-50-S-1208

cityofwestminsterbenefits@capita.co.uk
www.westminster.gov.uk



City of Westminster

Housing benefit and council tax benefit Change of circumstance form

When did the change happen?

(For example the date you moved, or your income changed, or your rent changed.)

What has happened? Please give full details

(For example, a move, income change, rent change, someone moving in or out of your home.)

Please remember to include proof of the change (*see below*).

Based on your new circumstances, do you want to continue claiming housing benefit or council tax benefit?

Please tick to answer Yes No

The information I have given on this form is correct and complete.

Your signature

Date

Please provide proof of the change: for example, show us your payslips, landlord's letter, bank statements, proof of new benefits, or other relevant official documents. We can only accept original documents, not photocopies. If you cannot get proof straight away, please send this form now and send us the proof within one month.

This form is also available in large print and Braille on request.