



IMPORTANT NOTICE

HOUSING AND COUNCIL TAX BENEFIT CHANGES IN CIRCUMSTANCES

PLEASE KEEP THIS FORM TO ENABLE YOU TO NOTIFY US OF ANY CHANGES

Please remember that it is **your** responsibility to inform the Council's Benefits Services **immediately** if there is a change in your circumstances. Examples of such changes are as follows:

- Your entitlement to Income Support or Job Seekers Allowance ceasing.
- Change in your address.
- Changes to your income (or your partner's), including State Benefits, please provide evidence.
- A change in the income received by any other persons in your household, please provide evidence.
- When your children leave school/further education or if Child Benefit stops.
- Any person joining or leaving your household.

There may be other circumstances giving rise to a change, but if you are unsure whether to notify the Council, please contact Benefits Services for advice.

Failure to notify the Council of a change in circumstances promptly could result in you having to pay back any overpaid benefit. In some cases this could lead to prosecution.

TO ENABLE US TO AMEND YOUR CLAIM CORRECTLY PLEASE COMPLETE	
Name	Claim No
Address	
Date of change	
Details of change	
(please continue overleaf if necessary)	

(continued from overleaf)

If the change is a person joining the household, please provide their full name and date of birth with evidence of their income. If the change is a change of address, please provide a full forwarding address including the postcode.

It is an offence for any person to make a statement or produce information which he or she knows to be false in order to obtain or attempt to obtain Housing or Council Tax Benefit.

A person convicted shall be liable to a fine, imprisonment or both.

Signature

Date

This form should be returned to BENEFITS SERVICES, ASHFORD BOROUGH COUNCIL, CIVIC CENTRE, TANNERY LANE, ASHFORD, KENT, TN23 1PL.

IF YOU THINK YOU KNOW OF SOMEONE ELSE THAT MAY NOT HAVE DECLARED A CHANGE IN CIRCUMSTANCES OR IS COMMITTING FRAUD, PLEASE CALL THE BENEFITS HOTLINE FREE ON 0800 0262456. THIS IS A 24 HOUR CONFIDENTIAL MESSAGE RECORDING SERVICE.