CHANGE OF CIRCUMSTANCES FORM

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<th>Surname</th>
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<tr>
<td>First Name(s)</td>
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<tr>
<td>Address</td>
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<tr>
<td>National Insurance Number</td>
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<tr>
<td>Claim reference number (If known)</td>
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Since I made my benefit claim the following changes in my circumstances have occurred:

**Date of Change:** / / 

**Details of the Change:**

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**Please tell us what evidence, if any, you are sending to support this change:**

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I have read the information on this form and confirm it is true and complete. The information together with the information on my claim form correctly represents my circumstances as they are at the present time. I will report any future changes in my circumstances when they occur.

**Your Name:** ..........................................................

**Your Signature:** ..................................................

**Date:** / /
If you are already receiving housing or council tax benefits your claim must be up to date. Please let us know if any of the following changes have occurred.

**Changes in benefit**
**If you or your partner stop receiving:**
- Income Support
- Jobseeker's Allowance, or any other benefit that you or your partner receive.
- Or if there is any other type of change.

**People who live with you**
**You must tell us if:**
- anyone comes to live with you or moves out
- someone who lives with you starts or stops work and if there is any change in the income of someone who lives with you, except changes to the amount of Income Support or income based Jobseeker's Allowance; or a child leaves school or you stop receiving child benefit.
- You can always check with us if you're not sure.

**Changes in income**
**If there are any changes to your or your partner's:**
- wages
- tax credits
- maintenance
- Works Pensions or Private Pensions
- any other income.
- You should always tell us when the income starts, stops, goes up or goes down.

**Bank accounts, savings and investments**
**You must tell us if there are any changes in your:**
- bank accounts
- savings
- stocks, shares
- You don't have to tell us about any minor changes to your current account, or of the day-to-day changes in the value on the stock market of any stocks and shares you have.

**Private rents**
**You must tell us if:**
- your landlord puts your rent up or down
- the services included in your rent change
- the part of the property you live in changes.

**Other kinds of changes you should tell us about**
**You should tell us if you:**
- move
- live away from home
- become a student or finish your course
- go into hospital
- go into prison
- have a change of landlord

We cannot list all of the changes in circumstance that you should tell us about, but if you are in doubt whether we need to know, tell us anyway!