



Housing Benefit & Council Tax Reduction

Change of Circumstances

For official use only

If your circumstances change please remember to tell us straight away. **The change may mean that you are eligible for more benefit/reduction.** If you don't tell us, or are slow to tell us, we may have paid you too much. We will expect you to pay it back.

Please fill in this form and post it back to us.

Your name

Your Housing Benefit or Council Tax Reduction reference number

Your address and postcode

When did the change happen?

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

What's happened? Please give full details.

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

Please remember to include proof of the change (such as payslips, bank statements, rent notice.)

Based on your new circumstances, do you want to continue claiming Housing Benefit or Council Tax Reduction? Please tick (✓) to answer

Yes No

If you are now a tenant of Hebridean Housing Partnership, do you wish your benefit to be

paid directly to your landlord or to yourself (if self then please provide evidence of bank a/c you wish your benefit to be paid into) Please tick (✓) to answer

Landlord Self

I wish to claim for Council Tax Reduction and my circumstances have not changed

Yes No

Your phone number

Your email

I confirm that the information I have given on this form is correct and complete.

Your signature

Date

Please provide proof of the change.

Show us payslips, landlord's letter, bank statements, benefit award letters, and other official documents.

We can only accept original documents. Photocopies are not allowed.

If you cannot get proof straight away, send this form now and send the proof within one month.

Please return to Benefits Section, Town Hall, Point Street, Stornoway, HS1 2XF.

Should you have any queries regarding your benefit please tel. 0845 600 2772

N.B. Forms can be scanned and returned by email to benefits@cne-siar.gov.uk

Benefits Service - Changes in Circumstances (if you are not receiving Pension Credit)

Household details You must tell us if:

- any of your children leave school, start work or start to get Jobseeker's Allowance;
- anyone comes to live with you or anyone leaves (including lodgers or tenants);
- you have a student child who normally studies away from home and they return home during the holiday period;
- you or your partner go into hospital, (tell us the date you go in and when you go home);
- someone living with you stops or starts to get Jobseeker's Allowance or starts work; or you stop or start caring for a disabled person.
- You are going away for more than 13 weeks

Going abroad

You must tell us if you or your partner, or both of you, leave the country. Tell us before you go and as soon as you get back.

Income details

You must tell us if:

you start or stop getting Child Benefit, Jobseeker's Allowance or any other state benefit; or there is any change in your income or savings.

Accommodation details

You must tell us if:

- your rent goes up or down; or
- you change your accommodation, even if this is to another room in the same house.

Other changes which may affect your benefit

- If Disability Living Allowance stops, starts or changes.
- If you have received benefit as a student and your course finishes.

Benefits Service - Changes in Circumstances (if you are receiving Pension Credit)

If you receive the guaranteed part of Pension Credit, you must tell us if:

- a partner moves in or out;
- you or your partner go into hospital or residential care; anyone else comes to live with you or anyone leaves; your rent or tenancy details change.

If you receive the savings part of Pension Credit, you must also tell us if:

- your savings go over £16,000; or you are away for more than 13 weeks.