



Housing and Council Tax Benefit

If your circumstances change you must tell us straightaway. Use this form to tell us of any changes. Fill in this form using **black ink**.

About You

Claim Number

Name

Address

Phone Number

If we need to contact you it may help if you can give us a contact phone number, this can be a mobile number.

About the Change

Date of the change

Details of the change

Please tell us the full details of the change here and provide proof of any changes, such as payslips, pension slips, rent book. We need to see **original** documents not photocopies.

Declaration

I know I must let the council know straight away about any change in my circumstances which might affect my claim.

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

Signature

Date