


Change of circumstances continued.....

Signed: _____ Signed: _____
Claimant Partner

You will need to provide supporting evidence of your change.
Only original documents will be accepted. Some examples of evidence are:

- Payslips
- Tenancy agreement /Letter from your landlord
- Tax Credit Award letters
- Letter from your Pension Provider
- Bank statements

If you would like to discuss your claim in any way you can

 Telephone us on [01536 464000](tel:01536464000) and ask for Housing Benefits

 E-mail us at benefit.enquiries@corby.gov.uk

Or visit our offices detailed below

Please return the completed form to:
Benefit Section
c/o One Stop Shop
Corby Borough Council
The Corby Cube
George Street
Corby
Northants
NN17 1QG



WHAT IF YOUR CIRCUMSTANCES CHANGE?

Whilst you are receiving Benefit **YOU** must tell the Benefit Section about any changes in your circumstances which might affect your claim

If **YOU** do not tell the Benefit Section, within 1 month of the change happening, you may lose benefit.

Any **Overpayments** raised as a result of a failure to promptly notify a change of circumstances **will be recovered**.

There are **Special rules for Pensioners**. If you are receiving Pension Credit then changes to your income should be reported to the Pension Service. All other changes e.g. changes to your rent or household member should be reported to Corby Borough Council Benefit Section. If you are getting Savings Credit then you should notify both the Council Benefit Section and Pension Service about changes to your capital and income.

WHAT CHANGES SHOULD YOU NOTIFY THE BENEFIT SECTION OF?

Listed below are some examples of change in circumstances we need to know about. This list is not exhaustive. If you have any doubts whether to tell the Benefit Section or not, tell us anyway!

Change of income to you, your partner or any Non Dependant
Examples of income we need to know about are:-

- Income from Employment
- Working Tax Credit
- Child Tax Credit
- Child Benefit
- State Retirement Pension
- Private/Occupational Pensions
- Income Bonds
- Any other Benefits you may receive

Changes in Child Care Costs

Changes in your Capital/Savings/Investments

Changes to your Household – if someone moves in or out.

Changes to your Rent

Change of your Landlord

Changes to your Tenancy

If you are going to be absent from your home

If you have had a change in circumstances that we don't yet know about please use this form to tell the Benefit Section

CHANGE OF CIRCUMSTANCES

Benefit Reference Number:

Claimant Name:

Partners Name (if applicable):

Address:

When did the change happen? (Date)

What is the Change?