

Revenues and Benefits Team

Notification of Change of Circumstances

YOUR DETAILS

Name

Address

Postcode

Date of Birth

Daytime Phone Number

Date of Change

Application Number

Please detail below the change of circumstances you wish to report, sign and date the form, then return it to the address at the bottom of the page. Please enclose original documents to verify the changes where appropriate; e.g. wage slips, birth certificates.

DECLARATION

Please read, sign and date this declaration.

- I declare that the information that I have given on this form is correct and complete.
- I know that I must immediately report any changes in my circumstances to the Revenues and Benefits Team.

Signed

Date

Benefit Fraud

If you know anyone who is stealing from the Benefits system, contact us or the National Benefit Fraud Helpline on 0800 328 6340.

Data Protection Act 1998

The information provided on this form will be processed by East Dunbartonshire Council in accordance with the Data Protection Act 1998. The data you provide will be used for the purposes of assessing entitlement to Housing and/or Council Tax Benefit or Council Tax Reduction. Your information may be shared within East Dunbartonshire Council or with other councils and public sector agencies in order to verify its accuracy and to prevent and detect fraud.

Help us to help you

Important information for Housing and / or Council Tax Benefit or Council Tax Reduction applicants

If you are in receipt of Housing Benefit or Council Tax Benefit or Council Tax Reduction you have a duty to report changes in your circumstances IMMEDIATELY.

HELP US TO KEEP YOUR BENEFIT / REDUCTION AWARD RIGHT BY TELLING US IF

- anyone starts or stops work
- anyone becomes a student or stops being a student
- anyone has a change in their benefit or earned income
- anyone has a reduction or increase in their capital from any source
- anyone is absent from home – for example in hospital, in legal custody, caring for someone elsewhere
- your Child Benefit changes
- your children leave school or start further education
- your children start or stop going to a childminder
- all of your household moves to another address
- someone joins your household
- someone leaves your household
- if you, your partner or any member of your household becomes related to your landlord

HOW TO TELL US

Applicants can advise the Revenues and Benefits Team of changes on the telephone, but this call must be followed by written confirmation.

This can be done by completing a change in circumstances form, or by putting the details of the change in writing and sending them by post, email or fax.

Our contact details are given at the bottom of this page. Please contact us for advice if you are not sure if you should tell us about any change.

WHAT HAPPENS IF YOU DON'T TELL US

Even if you do not have all information or evidence that relates to the change in circumstances you should still tell us about the change immediately.

Failure to report a change in your circumstances when it happens could mean you lose benefit or reduction you may have been entitled to, or are overpaid benefit or reduction you will have to pay back. You may also face legal action.

If you have a change in your circumstances which would give you MORE benefit or reduction and you do not tell us within a month, any change will normally only be made from the Monday following the date that the change is reported. If the change would give you LESS benefit or reduction, the change will be amended from the actual date of the change.

RETURN FORMS TO

Revenues and Benefits Team, William Patrick Library, 2-4 West High Street, Kirkintilloch G66 1AD

Telephone: 0800 901 057 **Fax:** 0141 578 8295 **Email:** benefits@eastdunbarton.gov.uk