



Customer Services  
 Stirling Council  
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**For Office Use Only** B24 07/08

Claim Ref No.	
Payment Ref	
Date Issued	

## Change of Circumstances Housing and Council Tax Benefit Claim

You must tell us right away if there has been a change in your circumstances since your last application and award to make sure:-

- \* If you're due more benefit you don't lose out (you must tell us within a month of the change).
- \* If you're due less benefit you don't need to pay it back.
- \* That your benefit is restarted if there has been a break in your claim of less than 4 weeks.

The changes could be things like:- moving address, going into hospital, someone joining or leaving your household, income or savings going up or down, coming off Income Support or Job Seekers Allowance, starting work or changing jobs, or a child leaving school. Please complete the form in **BLACK INK**. If you need any help to fill in this form, please contact us.

### Section 1 : Your Details

Your Name

Your Address

Claim Reference No.

### Section 2 : Details of the Change (turn this page over for more information and details of the proof you must supply)

Date of Change  /  /  Do you want to end your claim? Yes  No

Details of Change

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### Section 3 : Declaration

I declare that to the best of my knowledge the information given is true and complete and that the rest of my circumstances have not changed since my last application.

Signature of Claimant  Date:

e-mail address  Daytime Phone No   
 ( in case of query )

Signature of Partner  Date:

Please turn over

## Housing and Council Tax Benefit Guidance Notes

Please provide details on Page 1 and proof of all changes to you or your partner's circumstances since your last application. For example:-

- **Moving Address**

- The start date of your new tenancy if you are renting your home
- The actual date you moved in if different
- Your lease if you are renting from a Private Landlord

- **Coming off Income Support / Job Seekers Allowance**

- Proof of your new income e.g. payslips, letter from DWP about other benefits and allowances
- Name and address of employer if working
- Number of hours worked
- Child and Working Tax Credit letters from Revenue and Customs
- Proof of Child Benefit if it applies
- Proof of Child Care payments if it applies
- Maintenance payments if received
- Two recent full bank statements
- Details and proof of any other savings or property that you own (not the home you live in)

- **Changes to Income or Capital**

- Proof of new wages e.g. new payslips, letter from DWP
- Recent bank statements or advice notices

- **Someone moving into the household**

- Their name, date of birth, and previous address
- Their National Insurance Number and proof of all of their income

- **Someone leaving the household**

- Their forwarding address

- **Any other change e.g. forming a civil partnership, becoming a joint owner or tenant**

- Please provide details and proof