

Housing Benefit and Council Tax Support

Reporting a change in your circumstances

It is important to remember that you must report any changes in your circumstances that may affect your entitlement to Housing Benefit and/or Council Tax Support.

Examples of the types of changes that you need to report to us include:

- you start working
- you change jobs
- your wages change
- your tax credits change
- you stop receiving Income Support, Job Seeker's Allowance, Employment Support Allowance or Pension Credit
- your income changes
- you move
- your household changes (someone moves in or out)
- you stop receiving child benefit for anyone
- someone is awarded Carer's Allowance for looking after you or anyone in the household
- your child care costs change

This list is not exhaustive and you should report any change from your original circumstances. Failure to report a change in your circumstances could lead to an overpayment that you will be required to pay back.

To report your changes please email the Benefit Section on benefits@wellingborough.gov.uk outlining the details of the change and attach any appropriate documentary proof e.g. wage slips etc.

Alternatively, complete the form on the reverse of this letter with the details of your change and either post it or bring it in to us at the address below.

Many thanks.

Name..... Reference Number.....

Address.....

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Details of the change (including the date).....

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Details of evidence supplied.....

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