

HOUSING / COUNCIL TAX BENEFIT – PENSION CREDIT RECIPIENT

**Complete this form when there is a change in your circumstances
or the circumstances of anybody else in your household**

WHY?

- Your entitlement to Housing / Council Tax Benefit is based on the information given to us by you and The Pension Service. This information is detailed on the accompanying decision notice.
- If these details change they may affect the amount of benefit you are entitled to.
- If your entitlement to benefit decreases we will claim back any overpaid benefit from the date the change happened. You should therefore tell us about a change **IMMEDIATELY**.
- If your entitlement to benefit increases we may only pay this increase from the Monday after you tell us about the change unless you tell us within **ONE CALENDAR MONTH** of the change happening.
- The Pension Service has already told you about the types of changes you must report to them. You can contact them on 0845 6060265.
- Below are examples of the types of changes you must report to Epsom & Ewell's Benefit Section.

IF IN DOUBT JUST COMPLETE AND RETURN THIS FORM

EXAMPLES OF THE TYPE OF CHANGES WE WILL NEED TO KNOW ABOUT:



INCOME – yours (and your partner's if you have a partner)

- an increase or decrease in any money received that is not listed as part of your Assessed Income Figure (see accompanying decision notice)
e.g. Savings Credit, Child Tax Credit, Child Benefit
- if Attendance Allowance or Disability Living Allowance stops or starts



CAPITAL – yours (and your partner's if you have a partner)

- if your capital increases to £16,000 or more (capital includes shares, premium bonds, bank accounts, etc)



INCOME – other people living with you

- if their income(s) increase or decrease
- if they start or stop receiving an income



**ACCOMMODATION
DETAILS**

- if you change accommodation
- an increase or decrease in your rent (private tenants only)



HOUSEHOLD DETAILS

- if you or your partner will be absent from home for 13 weeks or more
- if you or your partner's working hours change
- if you stop or start receiving Child Benefit
- if the income and / or circumstances of anybody living with you changes
- if someone else moves in or out

IMPORTANT: Keep this form in a safe place for future use

Firstly, write your name and address in this box

Surname	First Name(s)
Mr/Mrs/Miss/Ms	Benefit Reference
Address	

Now write in details of any change

The Date of Change:	Day	Month	Year
Details of Change:			
<p>With a change in income don't forget to enclose original documents - wage slips, letters etc With a change in savings don't forget to enclose original documents - bank statements etc</p>			

HOUSEHOLD: Has anyone left or joined your household or have the circumstances of someone living with you changed?

YES NO

Name of Person	Date of Birth	Date they left or moved in	Relationship	Any other details - eg renting a room, all meals provided, change in income

Their income is Income Support Earnings Amount of earnings per week
 Other income Amount Type of income

Please tick appropriate box and provide original documents as proof



Declaration:

I declare that to the best of my knowledge the information given is true and complete. I authorise the local authority to verify the information if they wish to do so.

WARNING: To give false information may result in prosecution

Signed:	Date:
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Please return this form to: The Benefits Section, Epsom and Ewell Borough Council, The Town Hall, The Parade, EPSOM, Surrey KT18 5BY.