



West Lancashire Borough Council

Housing Benefit and Council Tax Benefit Reporting Changes in Circumstances



**Benefits Service
West Lancashire Borough Council
PO Box 16
52 Derby Street
Ormskirk
L39 2DF**

**We are open 9.00am to 5.00pm Monday – Thursday
9.00am to 4.45pm Friday**

**Telephone: 01695 585080
Fax: 01695 585055**

Email: housing.benefits@westlancs.gov.uk

Please keep this form, as you must let us know immediately if your circumstances change, or if the circumstances of any member of your household change, while you are getting benefit.

Please keep this page

The law says you must tell us about changes in circumstances.

If you do not tell us about changes in your circumstances, you could:

- Lose money that you are entitled to, or
- Be overpaid benefit which you will have to pay back

You may face prosecution if you knowingly fail to report a change in your circumstances.

Some changes you should report are:

- Any of your children start or leave school, or leave home
- You have another child
- Anyone has moved into or out of your home (including lodgers and subtenants)
- Your income (or the income of anyone living within your household) has changed. **This includes changes to benefits, tax credits, wages, pensions, maintenance etc.**
- Your savings or investments have changed
- You (or anyone living within your household) have become a student, started a Youth Training Scheme, gone into hospital or a nursing home, gone into or come out of prison, or have changed or left a job
- You have stopped caring for someone and stopped getting Carers Allowance
- Someone you look after has stopped getting Attendance Allowance or Disability Living Allowance
- Your rent has changed
- You have moved
- You (or your partner) are going to be away from home for more than a month
- You (or anyone that lives within your household) have started work

This is not a full list, and if you are unsure, please ring the Benefits Service on 01695 585080 for advice.

Please note, YOU are responsible for telling the Council about a change in your circumstances. Please do not rely on someone else to tell the Council about a change. This includes the Department for Work and Pensions, or HM Revenues & Customs. The responsibility is yours, and yours alone.

What to do now

Complete the attached form with details of your change in circumstances, and sign the declaration on the back page. Detach it from this page, and send or take it to the address shown on the front of this form.



West Lancashire Borough Council

Housing Benefit and Council Tax Benefit Report of a Change in Circumstances

My name is	
My address is	
My daytime telephone number is You do not have to tell us this, but it may help us to deal with your claim quickly	
My claim reference number is You will find this nine digit number on the letters we have sent you about your benefit claim	

Please see the attached page for examples of the changes you need to report

Please tell us what has changed:

Please give as much information as possible.

When did this change happen?

Now sign the declaration over the page

Benefits Service, West Lancashire Borough Council, PO Box 16, 52 Derby Street,
Ormskirk, West Lancashire, L39 2DF

Telephone: **01695 585080**, Fax: **01695 585055**, E-mail: **housing.benefits@westlancs.gov.uk**

Your Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, please ask them to sign below to confirm all the details about them are correct.

Please note, YOU are responsible for telling the Council about a change in your circumstances. Please do not rely on someone else to tell the Council about a change. This includes the Department for Work and Pensions, or HM Revenues & Customs. The responsibility is yours, and yours alone.

NATIONAL FRAUD INITIATIVE – FAIR PROCESSING NOTICE

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see www.westlancs.gov.uk/NFI

Please read this declaration carefully before you sign it:

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources as allowed by the law.
- You may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies, if the law allows this.

I know I must let the council know about any changes in my circumstances, which might affect my claim.

This includes changes to any benefits received from Department for Work and Pensions, or changes to tax credits from HM Revenues & Customs.

I declare the information I have given on this form is correct and complete.

Signature of
person
claiming

Partners
signature

Date

If this form has been filled in by someone other than the person claiming

Please tell us why you are filling in this form for the person claiming.

Name of the person who
Filled in the form

Signature of the person

As far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

Relationship to the person claiming

Address and phone number of person
filling in the form

Date