

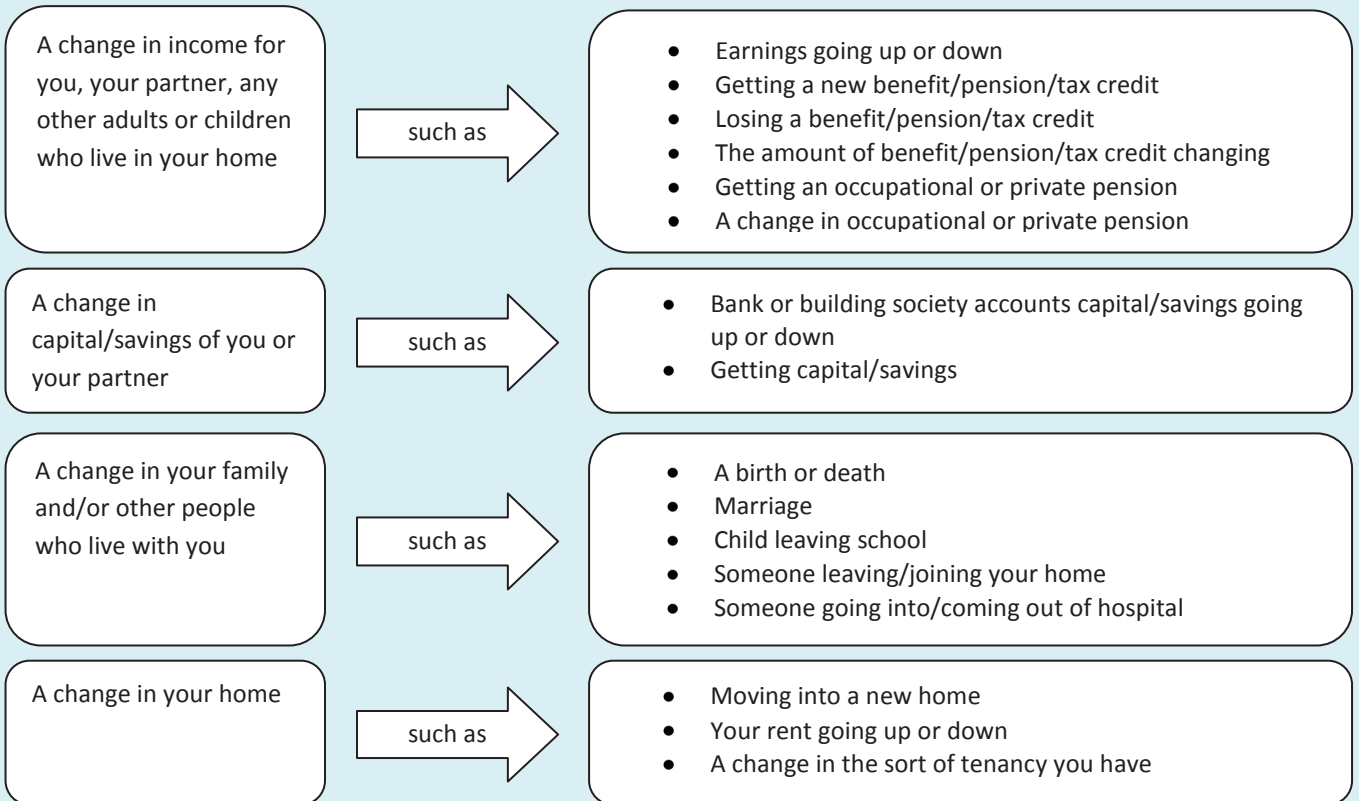
CHANGE OF CIRCUMSTANCES FORM FOR HOUSING BENEFIT/RY COUNCIL TAX BENEFIT



Please complete the reverse of this form if there has been a change in your circumstances if you are entitled to Housing Benefit/Council Tax Benefit. If you do not need to use this form we keep it as a safe place for use later.

- Your entitlement to Housing Benefit/Council Tax Benefit is based on the information you gave us on your original application form, or updated details sent to us in the meantime. The details used in the benefit calculation are shown in your notification letter.
- It is important to tell us know of any changes to what we can pay you the correct amount of benefit. Some changes will mean that we are able to pay you one benefit whereas other changes may mean that we will pay you less.
- If a change occurs, you can use this form to tell us, the Benefit department, about it. You still have to tell us about any changes even if you have already told someone else such as the Department for Work and Pensions, or another Council department.

Changes you need to tell us about



Maidstone Residents

Please return by post to:
Benefit Section
Maidstone House
King Street
Maidstone
Kent ME15 6JQ

Or return by hand to:
Maidstone Gateway
King Street
Maidstone
Kent
ME15 6JQ

Tunbridge Wells Residents

Please return by post to:
PO BOX 1358
Maidstone
Kent
ME14 9US
TN1 1RS

Or return by hand to:
Tunbridge Wells Gateway
8 Grosvenor Road
Royal Tunbridge Wells
Kent
TN1 2AB

CHANGE OF CIRCUMSTANCES FORM FOR HOUSING BENEFIT/ COUNCIL TAX SUPPORT



Doc Type (BCOC)

Name: Address:	Reference Number:
	Telephone Number:

Details of change	Date of change

Declaration

Please read this declaration carefully before you sign and date it.

- **I declare** that the information given on this form is true and complete
- **I understand** that if I give information that is incorrect, incomplete or fail to report any changes which might affect my benefit, you may take action against me. This may include court action.
- **I understand** the Information I give you may be shared with other services within the Council or disclosed to other Local and Public Authorities or Government agencies that have a legitimate reason to request the disclosure.
- **I know** that I must let you know, in writing, about any change in my circumstances.

Signature

Date

