

Housing Benefit & Council Tax Benefit



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Moving into work? Change of circumstances form

Only fill in this form if you or your partner are moving into work.

If you've changed address within Rochdale Borough or had other changes in circumstances, contact us - our details are on the back of this form.

Important:

- Fill in this form with the information requested and return it immediately. We can then continue to pay the Housing Benefit and Council Tax Benefit you're entitled to.
- Provide original documents where requested - if proof is required you'll see this symbol.

If you cannot return the form immediately, contact us - our details are on the back of this form.

Note: The law says you must tell us if there's any change to the information we've used to decide whether you're entitled to Housing Benefit, Council Tax Benefit or both.

You must tell us straightaway even if you're waiting to hear from us about your claim, and even if you've already told someone else like Jobcentre Plus or your landlord.

If you deliberately fail to tell us about a change in circumstances, you could be liable to be prosecuted.

Part 1 About you and your partner

Address	<input type="text"/>	Phone number	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		Email address
	Postcode		<input type="text"/>

Do you have a partner who normally lives with you?

Yes No

First name	Last name	Mr/Mrs/ Miss/Ms	Date of birth	National insurance number
You			/ /	
Your partner			/ /	

Who's started work? You Your partner Start date

If you or your partner have just started work, answer **all** questions in part 2 and provide proof of your earnings.

Proof of earnings can be:

- 5 payslips - if paid weekly;
- 2 payslips - if paid monthly;
- 3 payslips - if paid fortnightly; or
- A letter from your employer which shows how much you will earn.

Don't delay returning this form, proof of earnings can be sent at a later date.

Part 2 Working for an employer

Name & address of employer

Postcode

Employers phone number

Weekly pay before deductions?

£

Average weekly hours worked

Pay period

Weekly

Fortnightly

Monthly

Will you pay into a company pension scheme? 

Yes

No

Do you or your partner do any other paid work?
If 'Yes', tell us in part 9.

Yes

No

Who's working?

Part 3 Working for yourself

If you or your partner have started self employment, answer **all** questions in part 3.

If you've only recently set up business then you must keep records of all your income and expenditure, as we'll require these from you at a later date.

We'll write to you about this.

Are you or your partner self employed?

You

Your partner

Average weekly earnings from self employment?

£

Average weekly hours worked

What kind of work do you do?

When did the business start?

Business address

Do you have a business partner?

If 'Yes', state their name and address below.

Yes

No

Did you get money from a business start up scheme or New Deal?

Yes

No

How much did you get?

£

If you and your partner have both moved into work you'll need to provide the details of when and where they started work and how much they're earning in **part 9** of this form.

Proof of earnings need to be provided.

Part 4 Other income (State pensions, tax credits, benefits and allowances)

If you or your partner have started to get a state pension, tax credits, benefits or allowances, answer **all** questions in part 4.

We '**don't**' need proof as we'll check the information you give with the relevant department.

Are you or your partner getting any pensions, tax credits, benefits or allowances?

Yes No (go to part 5)

Have you or your partner claimed any pensions, tax credits, benefits or allowances? You **must** tell us when they're awarded.

You Your partner

Pensions

	You	Amount	Your partner	Amount
State Retirement Pension	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>
Widows Pension	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>
War Widows Pension	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>
War Disablement Pension	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>
Pension Credit (Savings part)	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>

Tax Credits

Working Tax Credit (Including disabled Working Tax Credit)	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>
Child Tax Credit	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>

Benefits

Incapacity Benefit	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>
Industrial Injury/Disability Benefit	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>

Allowances

Contribution-based Jobseekers Allowance	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>
Contributory-based Employment Support Allowance	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>
Disability Living Allowance	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>

If you or your partner get Disability Living Allowance, does anyone claim Carer's Allowance for looking after you?


You Your partner

Who gets the Carer's Allowance for looking after you or your partner?

Attendance Allowance	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>
Carer's Allowance	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>
Severe Disablement Allowance	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	£ <input type="text"/>

Part 5 Other income (Work or private pensions)

If you or your partner are getting a work or private pension, answer **all** questions in part 5.

Are you or your partner getting a work or private pension? 

Yes

No (go to part 6)

How much is paid?

£

How often is it paid?

Every

Who pays this pension?

Part 6 Any other income

If you or your partner are getting any other income, answer **all** questions in part 6.

Other income includes training allowances, maternity/paternity/statutory sick pay and maintenance payments.
If you're not sure contact us - our details are on the back of this form.

Are you or your partner getting of any other income? 

Yes

No (go to part 7)

What is the other income?

How much is paid?

£

Who's it paid to?

You

Partner


How often is it paid?

Every

Part 7 Money you pay out

If you or your partner pay childminding/childcare fees we may be able to make an allowance against your income for these fees where childcare is provided by a registered childminder, nursery or in some cases by a school (For example after school club)


Give details of children you pay childcare fees for.

Do you or your partner pay childcare fees? 

Yes

No (go to part 8)

Childs full name	Age	Name & address of childcare provider	Amount paid	Pay frequency

Do you or your partner pay into a private pension scheme? 


Yes

No

Part 8 Bank and building society accounts, capital, savings and investments

If you or your partner have any bank, building society or Post Office accounts, answer **all** questions in part 8.

If you and your partner have more than four accounts, please tell us in part 9.

Do you or your partner have any bank, building society or Post Office accounts? 

Yes

No (go to part 10)

You	Your partner	Bank or building society name	Account number	Account balance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>

Do you or your partner have any other capital, savings or investments? If 'Yes', tell us in part 9.

Yes

No (go to part 10)

Part 9 Additional information

Use this part to give more information you think may be relevant to your claim:

Part 10 Your declaration

Please read this declaration carefully before you sign and date it. It's an offence to give false information.

I/we understand the following.

- If I/we give information that's incorrect or incomplete, you may take action against me/us.
- You'll use the information I/we have given to process my/our claim for Housing Benefit, Council Tax Benefit or both. You may check some of the information with other sources within the council, rent offices and other councils.
- You may use any information I/we have given in connection with this and any other claim for social security benefits that I/we have made or may make. You may give some information to other government departments, if the law allows this.

I know I/we must let you know immediately about any changes in my/our circumstances that may affect the claim.

- I/we understand that it's a criminal offence not to tell you about any changes in my/our circumstances.

The information I/we have given on this form is correct and complete.

This is my/our claim for Housing Benefit, Council Tax Benefit or both.

Your signature

Date

Your partner's signature

Date

How to contact us

If returning the form by post, the form and supporting evidence should be returned to the council's '**designated office**' for Housing Benefit and Council Tax Benefit; at

Customer and Communities Service, PO Box 490, Rochdale, OL16 9AJ

You can report your change of circumstances or get more information on Housing Benefit and Council Tax Benefit by calling us on:

0845 121 2970, Monday to Friday, 8am to 8pm or Saturday, 9am to 1pm.

Information on Housing Benefit and Council Tax Benefit can be found on our website: **www.rochdale.gov.uk**

You can also report a change of circumstances by email to the following address, please remember it's important that you provide details of the change, the date of the change and proof where appropriate.

revenues.benefits@rochdale.gov.uk

If you need other help you can contact the **citizens advice bureau** (check the phone book for details).

Equal opportunities monitoring

Rochdale Council is committed to promoting equal opportunities and fair treatment for all in providing our services.

You don't have to provide this information - but it would help us if you do. It will not affect your application in any way.

We will use this information only to measure our performance against our equal opportunities standards.

Gender

Male Female Transgender

Your age

Under 20 21 - 40 41 - 59

60 - 79 Over 80

Disability (If you consider that you have a disability, please tick one box)

Hearing disability Physical disability Visual disability

Learning disability Mental health issue Other disability

Ethnic Origin

White

White British White Irish Any other white background

Asian or Asian British

Pakistani Bangladeshi Kashmiri

British Asian Any other Asian background

Black or Black British

Black Caribbean Black African Black British Any other Black background

Dual or Multiple Heritage

White and Black African White and Black Caribbean White and Asian

Any other dual or multiple heritage

Chinese or other Ethnic Group

Chinese Any other Ethnic background