

A Change of Circumstances
form for:

Housing Benefit
Council Tax Benefit
Second Adult Rebate



Renfrewshire
Council

Name:

Address and postcode:

Address you are claiming benefit for:

Office address:

You must complete and return this form immediately.
If you delay the Housing/Council Tax Benefit Service will suspend
or may stop paying your benefit.

This form must be completed because your circumstances have changed and your Housing and/or Council Tax Benefit(s) may be affected. We, the Housing/Council Tax Benefit Service are required to ensure that any award of benefit is being paid correctly.

We require you to complete this form **immediately** so that we can carry out this check. Only complete the parts of the form which are relevant to your change(s). If you are unsure of which parts of the form to complete please contact your local office. If you have any questions or experience a delay in providing evidence or returning this form contact us **immediately**, our contact details are on page 4 of this form.

If you are housebound and require a home visit to help you to complete this form, please contact your local office, detailed on page 4 of this form.

For office use only

Claim number:

Date issued:

Rent number:

Date logged: / /

Council tax number:

Work group:



COCBEN

Notes for filling in the claim form

About Housing Benefit and Council Tax Benefit

Housing Benefit can pay all or part of your rent. It may also give you some extra money towards things you have to pay for, like children's play areas and cleaning shared areas. Council Tax Benefit can pay all or part of your Council Tax. It cannot help with charges for water and sewerage set by Scottish Water.

Second Adult Rebate

Second Adult Rebate is Council Tax Benefit for people who may not have a partner but who share their home with someone who:

- is 18 or over;
- is on a low income, and
- does not pay them rent;

We need proof

We need to see proof of some of the things you write about on this form.

There is a checklist in part 15 of the form to help you. If you are not sure if we need to see proof of something, get in touch with us. We will tell you what we need to see. We cannot pay you benefit until we have seen the proof we have asked for.

Filling in the form

If you have a sight difficulty and want this information in another format, please contact us. Use black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Answer No or Yes questions by putting a tick in the relevant box. If you are picking an answer from a list of answers, tick the appropriate box again. Do not put a cross in any boxes.

If someone else fills in the form for you there is a special space for them to sign (see part 12). If English is not your first language and you need help filling in the form, we may be able to help you. Please contact your local office.

If you need help to fill in the form

If you need any help, contact your local office.

The addresses and phone numbers are listed on page 4. Or you can get in touch with an organisation like Citizens Advice. You can find their phone number and address in the business numbers section of your local phone book.

What to do next

When you have filled in the form, sign it and send it to us with the proof we need to see. Or you can take the form and proof to your local office. Do not send valuable items such as benefit books, bank books or passports in the post. Bring them to your local office and we will get the information we need and give them back to you. If you cannot get the proof we need straight away, do not worry. Send the form to us (without the proof) and let us know that you will be sending proof later. If you do not send the form to us straightaway, you may lose money.

How to contact us

Please see the list on page 4 of this form.

Notes for filling in the claim form (*continued*)

Changes you must tell us about

The rules for Housing Benefit and Council Tax Benefit are different from the rules for other benefits and credits. You must tell us straight away (By 'us', we mean the Housing/Council Tax Benefit Service) if:

- your income or the income of anyone living with you, including benefits, changes;
- any of your children leave school or leave home;
- your investments or savings change by more than £200;
- anything you have told us about changes;
- you, or anyone living with you, become a student, go on a youth training scheme, go into hospital or a nursing home, go into prison, or get, change or leave a job;
- anyone moves into or out of your home (including lodgers and sub-tenants);
- your rent changes;
- you move;
- you receive any decision from the Home Office; or
- you or your partner are going to be away from home for more than a month.

You must tell us about these changes by phone or in writing.

If you don't tell us about these changes, you may lose money you are entitled to or you may get too much benefit.

Don't rely on someone else to pass the message on. It is an offence not to tell us about any change of circumstances that affects your benefit. We may take court action against you and if we pay too much benefit, you may have to pay it back.

If you are not sure about what to tell us, please contact the benefit office for advice.

How we collect and use information

We will use information you have given in the form and any supporting evidence you send us to process your claim for Housing Benefit and Council Tax Benefit.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions, the Employment Service and the Inland Revenue.

We may check the information you have provided, or information provided about you by someone else, against other information we already have and may share this with other council departments and other agencies including the Department for Work and Pensions, the Employment Service and housing associations to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

We may also ask other agencies, organisations, local authorities or government departments to give us information for these purposes and may ask your employer for details of your employment which could be relevant to your application.

We will not give information about you to anyone else, or use information about you for other purposes.

Your vote

If you want to be able to vote in local or general elections, you will need to make sure you are registered.

Thanks to the new rolling-registration system, you can now register at any time. You can also take your vote with you to your new address. Don't wait until an election is called – make sure you **register to vote now**.

Voting contact details:

Electoral Registration Officer
Robertson Centre
Glasgow Road
Paisley
PA1 3QF

Phone: 0141 842 5922

Where to go for help and advice

Council staff at the offices listed below can give you help and information about your benefits claim and the benefits scheme in general.

Visit us at:

Renfrewshire House
Cotton Street
Paisley
PA1 1AD

Monday to Friday 8.00am to 6.00pm

Johnstone Neighbourhood Office
Floors Street
Johnstone
PA5 8TN

Monday to Thursday 8.45am to 4.45pm
Friday 8.45am to 3.55pm

Renfrew Neighbourhood Office
Renfield Street
Renfrew
PA4 8RN

Monday to Thursday 8.45am to 4.45pm
Friday 8.45am to 3.55pm

Write to us at:

Renfrewshire House
Housing/Council Tax Benefit Team
Cotton Street
Paisley
PA1 1AD

Telephone us on:

0141 840 3060 for all benefit enquires.

Email us at:

benefits.finit@renfrewshire.gov.uk

If you are aged over 60, you can contact us to arrange a home visit by a member of our Financial Advice and Benefits (FAB) team. Our team can offer you a full benefit check and help with the completion of a variety of benefit applications to help maximise your income. Please call us on: 0141 840 3060 for more information.

Part 1

About you and your partner

You

Your partner

First name

Surname

National Insurance (NI) number

Letters Numbers Letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Letters Numbers Letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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Telephone Number

Your Email address

Have you or your partner moved address since you last claimed Housing or Council Tax Benefit?

No Go to **part 2A**.

Yes Tell us below who moved, the date they moved and where they moved to/from. If your new home is not a council tenancy, please make sure you also complete part 8.

If you were the owner of your previous address, please provide evidence of the proceeds from the sale of this property (e.g.) solicitor's letter

Part 2A

About children/young people who live with you

Has the circumstances of a child or young person changed since you last claimed Housing or Council Tax Benefit?

No Go to **part 2B**.

Yes Answer the following questions

What changed?	How did it change?	Date of change

Has a child or young person moved into or out of your home since you last claimed Housing or Council Tax Benefit?

No Go to **part 2B**.

Yes Tell us below who moved and where they moved to/from

Part 2A

About children/young people who live with you (continued)

Please list below the details of any child or young person who has moved into your home and for whom you receive Child Benefit. Evidence of child benefit must be supplied.

	First child	Second child	Third child
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
The child's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.
Does the child get Disability Living Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much each week?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much each week?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much each week?
Care	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Mobility	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

Part 2B

About other people who live with you

Have the circumstances of any other people changed since you last claimed Housing or Council Tax Benefit?

No
Yes Answer the following questions

What changed?	How did it change?	Date of change

Has anyone moved into or out of your home since you last claimed Housing or Council Tax Benefit?

No Go to **part 3**.
Yes Tell us below who moved, the date they moved and where they moved to/from.

	Name	Date of birth	National Insurance Number	Date of change	Address
Person 1	 	 	 	 	
Person 2	 	 	 	 	

Part 2B About other people who live with you (continued)

Please list below the details of any other person who has moved into your home.

	First person	Second person	Third person
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
National Insurance (NI) number	Letters Numbers Letter <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Letters Numbers Letter <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Letters Numbers Letter <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Their relationship to you or your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger, boarder or friend.			
Do they get Income Support, income-based Jobseeker's Allowance or Income Related Employment and Support Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do they normally work for 16 hours or more a week?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> a week
Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/>
Do they have any other income at all? Make sure you tell us about all other income they have.	No <input type="checkbox"/> Enter name of other income below Yes <input type="checkbox"/> <input type="text"/>	No <input type="checkbox"/> Enter name of other income below Yes <input type="checkbox"/> <input type="text"/>	No <input type="checkbox"/> Enter name of other income below Yes <input type="checkbox"/> <input type="text"/>
Are any of the people listed above married to each other or living together as if they were married?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their names below. <input type="text"/> is the partner of <input type="text"/> <input type="text"/> is the partner of <input type="text"/>		

You must provide us with evidence of all income for the other people who live with you before we can decide how much benefit you can get.

Part 3A About working for an employer

Do you or your partner work for an employer?

No Go to **part 4**.

Yes Answer the following questions
If you work for more than one employer, tell us about them by filling in part 11.

Have you or your partner's employment details changed since you last claimed Housing or Council Tax Benefit?

No Go to **part 4**.

Yes Answer the following questions

What changed?	How did it change?	Date of change

We must see evidence of everything you have listed in this part. This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. If you do not have these payslips, your employer must fill in the earnings certificate.

If you or your partner have changed employer since you last claimed Housing or Council Tax Benefit, please complete part 3B below. If you work for more than one employer, tell us about them by filling in part 11.

Part 3B About working for a new employer

You

Your partner

What kind of work do you do?

What is your employer's name, address and phone number?

Postcode
Phone

Postcode
Phone

When did you start this job?

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--	--

What is your payroll, employee or staff number?

Are you employed for a limited period?

No

Yes

If 'Yes', when will you finish?

How often do you get paid?

How much do you get paid before tax and National Insurance are taken off?

£

£

Part 3B

About working for a new employer (continued)

How are you paid, for example, in cash, by cheque or straight into a bank or building society account?

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When was your last pay rise?

--	--	--

--	--	--

When will your next pay rise be?

--	--	--

--	--	--

How many hours a week do you usually work?

--

--

Give details of any regular overtime, bonuses or commission.

£	every	
---	-------	--

£	every	
---	-------	--

Are you getting Statutory Sick Pay (SSP), Statutory Paternity Pay (SPP), Adoption Pay or Statutory Maternity Pay (SMP) from your employer at the moment?

No

Yes When did this start?

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No

Yes When did this start?

--	--	--

We must see evidence of everything you have listed in this part. This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. If you do not have these payslips, your employer must fill in the earnings certificate.

Part 4

About being self employed

Are you or your partner self-employed?

No Go to **part 5**.

Yes

Have your or your partner's self employed details changed since you last claimed Housing or Council Tax Benefit?

No Go to **part 5**.

Yes Answer the following questions

What changed?	How did it change?	Date of change

If you or your partner have become self employed since you last claimed Housing or Council Tax Benefit please answer the following questions.

You

Your partner

What kind of work do you do?

--

--

When did the business start?

--	--	--

--	--	--

If you are self employed, you will need to give us more information and provide your audited accounts including details of any money paid out which is not a business expense, and Schedule D tax assessment. We will work out your weekly income from the information you give us. If you cannot provide audited accounts, you must fill in a self-employed earnings information sheet. Contact your local office, detailed on page 4, if you require this information sheet.

Part 5**About benefits, pensions, pension credits and any other income**

Please tell us about any change to the benefits, pensions, pension credits and other income you and your partner receive below. This includes the incomes listed below (but **tell us about all your income even if it is not listed below**):

<ul style="list-style-type: none"> Income Support Jobseekers allowance Employment and Support Allowance New Deal Child benefit Tax Credits Maternity Allowance 	<ul style="list-style-type: none"> Maintenance and child support payments State pensions Pension credits Works pensions Occupational pensions War pensions Attendance allowance 	<ul style="list-style-type: none"> Bereavement allowance Incapacity benefit Disabled living allowance Industrial injuries benefits Carer's allowance Severe disablement allowance Grants and student loans
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What changed?	How did it change?	Date of change

We must see evidence of everything you have listed in this part, such as current award notices confirming how much you get. If you do not have evidence let us know straight away. Please do not send order books through the post.

Part 6**About your savings, capital, land and property**

Please tell us about any changes to bank/building society accounts, investments, shares, property, capital, land owned by you or your partner. This includes:

<ul style="list-style-type: none"> All bank current accounts All deposit accounts TESSAs ISAs PEPs 	<ul style="list-style-type: none"> Premium bonds National savings certificates Post office accounts Cash held Building society accounts 	<ul style="list-style-type: none"> Shares Stocks Bonds Land or property owned Other investments
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This is not a full list. You must tell us about any changes to the capital you and your partner have even if the money has been put aside for a special purpose. If you have no savings or capital then please write 'none' below

What changed?	How did it change?	Date of change

We must see evidence of everything you have listed above, such as your bank/building society or post office books, full two months consecutive bank statements, or certificates for Premium Bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see evidence of any interest or dividends you get on investments and savings.

Part 7A**About money you pay out**

Do you or your partner pay out money from your own income for child-minding costs for a child to attend a registered childminder, a nursery or an afterschool club?

Yes Answer the questions **over the page**.

No Go to **part 7b**

Part 7A About money you pay out *(continued)*

First child	Second child	Third child
No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Tell us the name and registration number of the minder.	Tell us the name and registration number of the minder.	Tell us the name and registration number of the minder.
<input type="text"/>	<input type="text"/>	<input type="text"/>
How much do you pay each week?	How much do you pay each week?	How much do you pay each week?
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
We need to see evidence.	We need to see evidence.	We need to see evidence.

Part 7B About money you pay out *(continued)*

Has there been any change to the money you or your partner pay towards the upkeep of a student?

You	Your partner
No <input type="checkbox"/> Go to part 8a .	No <input type="checkbox"/> Go to part 8a .
Yes <input type="checkbox"/> How much do you pay?	Yes <input type="checkbox"/> How much do you pay?
£ <input type="text"/>	£ <input type="text"/>
How often?	How often?
Every <input type="text"/>	Every <input type="text"/>
We need to see evidence.	We need to see evidence.

Part 8A Change of address

Have you moved house since you last claimed Housing or Council Tax Benefit?

No Go to **part 11**.
 Yes Answer the next questions

When did you start renting your home?

When did you move into this address?

If you have not moved in yet, tell us when you expect to move.

Tell us why you have not moved in.

Part 8B About rent

Do you pay rent for your home? Tick **Yes** if you would pay rent but you already get Housing Benefit.

No Go to **part 11**.
 Yes Answer the next question.

Part 8B About rent (*continued*)

Do you pay service charges for your home? No
 Yes If yes, please give details

What is the name of your landlord?

name

Are you related to your landlord?

No
 Yes If yes, please state your landlord's relationship to you or your partner

Is your landlord a former partner?

No
 Yes If you state yes we may write to you for further info.

How much rent do you pay and how often?

£ every

For example, every week, two weeks, four weeks or month.

Does anyone else share the rent with you and your partner?

No
 Yes Tell us their names and their relationship to you and your partner.

name(s)	relationship

How much of the rent does the joint tenant pay?

£ every

For example, every week, two weeks, four weeks or month.

If you pay rent to a landlord, other than Renfrewshire Council or a Housing Association, has the amount you are charged (excluding any benefit) changed?

Details of changes in rent

Important Note: If your rent has changed you must provide evidence of the new amount.

Does anyone else share the rent with you and your partner?

No
 Yes Tell us their names and their relationship to you and your partner.

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How much of the rent does the joint tenant pay?

£ every

For example, every week, two weeks, four weeks or month.

What sort of tenancy do you have?

For example, shorthold, assured tied rent or something like this.

How long is the tenancy for?

| |

to

| |

Has your rent changed in the last 12 months?

No
 Yes Send us evidence.

When is the next rent increase due?

| |

Has your rent been registered as a fair rent by a rent officer?

No
 Yes Please send us the notice of registration form RO5.

Do you have any weeks when you do not have to pay rent?

No
 Yes How many in a year?

Are you behind with your rent?

No
 Yes By how many weeks?

Who has to pay the Council Tax bill for your home? Tick the box that applies.

You or your partner Your landlord Someone else
 Tell us who receives the Council Tax notice.

Does your rent include money for the following?

Meals
 No
 Yes How much? £ every
 For which meals? Please tick. Breakfast Lunch Evening meal

Water authority charges
 No
 Yes How much? £ every

Heating
 No
 Yes How much? £ every

Lighting
 No
 Yes How much? £ every

Hot water
 No
 Yes How much? £ every

Fuel for cooking
 No
 Yes How much? £ every

Laundry
 No
 Yes How much? £ every

Cleaning rooms or windows
 No
 Yes How much? £ every

Gardening
 No
 Yes How much? £ every

Garage or parking space
 No
 Yes How much? £ every

Do you have to rent the garage as part of your tenancy agreement? No Yes

Personal care and support
 No
 Yes How much? £ every

Do you pay any service charges separate from your rent? For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.
 No
 Yes How much? £ every

What for?

Part 9

About where you live : Private tenants only

What sort of building do you live in? Tick one box only.

- | | | |
|--|--|---|
| <input type="checkbox"/> Detached house | <input type="checkbox"/> Flat in a house | <input type="checkbox"/> Board and lodgings |
| <input type="checkbox"/> Semi-detached house | <input type="checkbox"/> Flat in a block | <input type="checkbox"/> Hotel |
| <input type="checkbox"/> Terraced house | <input type="checkbox"/> Flat over a shop | <input type="checkbox"/> Residential nursing home |
| <input type="checkbox"/> Maisonette | <input type="checkbox"/> Bedsit or rooms | <input type="checkbox"/> Residential care home |
| <input type="checkbox"/> Bungalow | <input type="checkbox"/> Caravan, mobile home or houseboat | <input type="checkbox"/> Hostel |
| <input type="checkbox"/> Other | | |

Is there more than one floor?

- No
- Yes How many floors are there? What is your flat position?

Do you and your household occupy only part of the building you have ticked?

- No
- Yes Where in the building do you live? Front Middle Back

How many rooms are there in the building?

	In the whole building	Just for you and your household	That you share with other people
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you use your home for business?

- No Yes

Who is responsible for decorating your home?

- You The landlord Don't know

Please tick to show if the property is let as:

- furnished partly furnished minimally furnished unfurnished

Does your home have central heating?

- No Yes

Does your home have a garden?

- No Yes

Do you have a garage or parking space?

- No Yes

Do you or your partner have a carer who lives somewhere else, but provides care overnight in your home?

- No Yes
(you may be asked for more information about this)

Part 10

How you will be paid

Payment of Council Tax Benefit

Your Council Tax account will be credited with any Council Tax Benefit you are entitled to.

Payment of Housing Benefit

- Council Tenants and Hostel Tenants - we will pay any Housing Benefit you are awarded directly into your rent account.
- Housing Association Tenants - In most cases you can choose where to have your Housing Benefit paid. We can arrange to pay your money:
 - straight into a bank account
 - direct to your landlord / agent by BACS Credit

- Tenants who rent from a Private Landlord – Housing Benefit must be paid directly to you into a bank account. If you have difficulty managing your finances, for example you have a learning disability, an illness which means you are unable to manage your affairs on a day to day basis or severe debt problems, please contact one of our advisors urgently on 0141 840 3060 and we may be able to consider making payment to your landlord.

Payment Direct into an Account (BACS Credit)

Please complete the BACS Credit mandate below.

We recommend that you get your money paid this way because it is the quickest and most convenient way for you to receive your benefit.

If you do not have a current account, please ask for our leaflet giving details of the new basic bank accounts that are offered by local banks and building societies. If you would like further information on the basic accounts available please contact one of our advisors on 0141 840 3940.

You must tick one of these boxes.

I would like my Housing Benefit to be paid directly into a bank account. This account is:

- In my name
- In the name of my partner
- In both the names of me and my partner
- In both the names of me and the person acting on my behalf

Now please complete details of this account below.

You must answer all the questions on this page. You can find the account details on the cheque book, passbook or statements. If you are not sure about the details, ask the bank or the account provider.

Whose name or names is the account in? (please write the name or names as they appear on the cheque book, passbook or statement).

Names

Account Number

Sort Code

--

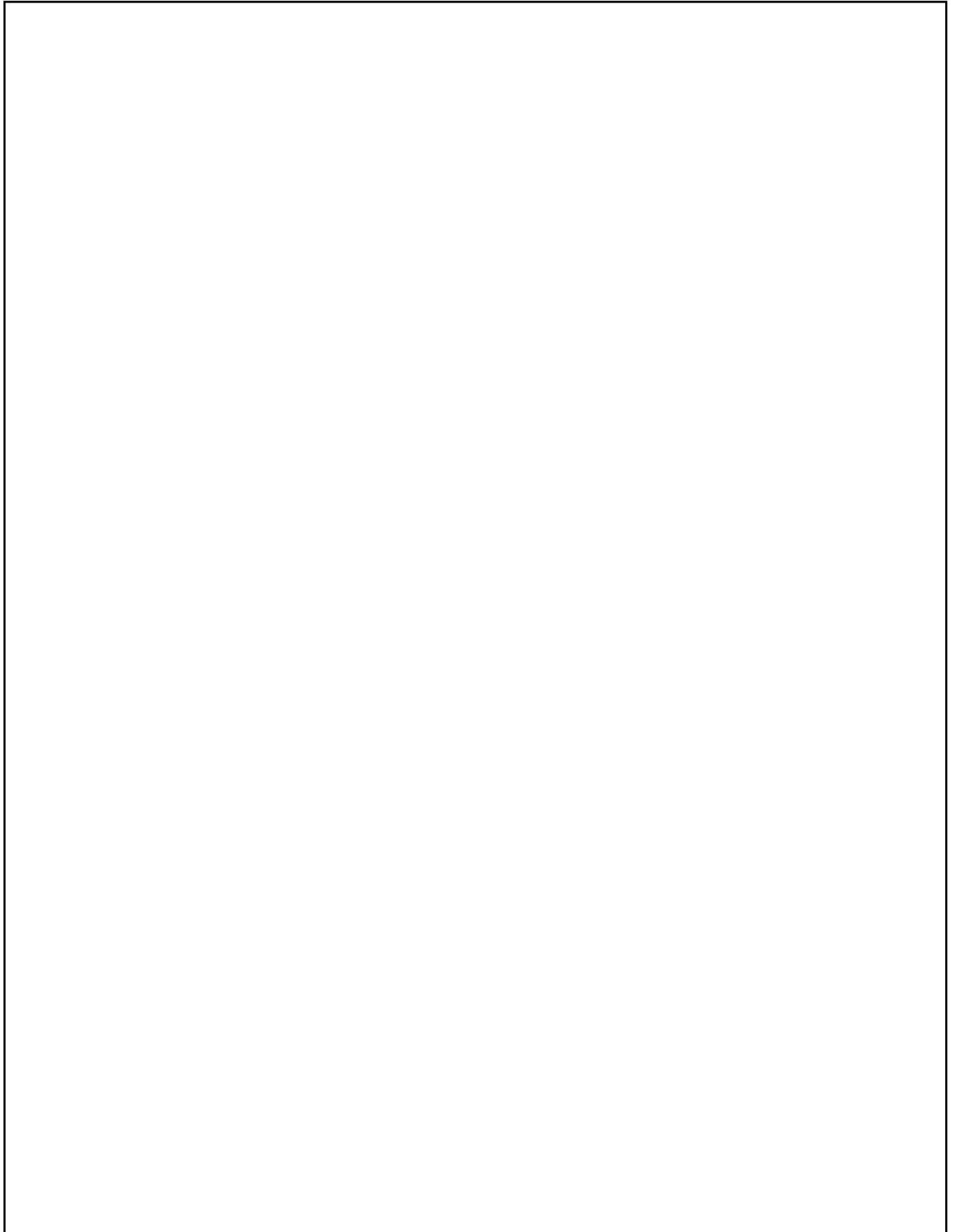
Name of bank or account provider

Address of bank or account provider

Signature of account holder

Date

Please use this space to tell us anything else you think we should know about.

A large, empty rectangular box with a thin black border, intended for the user to provide additional information or comments.

Even if someone else has filled in this form for you, both you, and your partner (if you have one) must sign this declaration if you can. Please read this declaration carefully before you sign and date it.

We are the data controller for the purposes of the Data Protection Act 1998.

- I **declare** that the information I have given on this form is correct and complete.
- I **understand** that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- I **agree** that 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 law.
- I **understand** that 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 council departments and other organisations, such as government departments, the Department for Work and Pensions and HM Revenue & Customs to make sure the information is accurate, prevent or detect fraud or crime, and protect public funds. I also understand that you may use the information to help assess whether I am entitled to other benefits or grants paid by other council departments or organisations, and that you may ask other agencies, organisations, local authorities or government departments to give you information they have about me for those purposes.
- I **agree** that you may contact my employer for details of my employment which could be relevant to my application and I agree to my employer giving you this information.
- I **know** that I must tell the Housing/Council Tax Benefit Service by telephone or in writing about any change in my circumstances which might affect my claim.

Your signature

Your partner's signature

Date

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. If you have power of attorney or you are an agent of the person claiming, you must provide evidence of this.

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

Name of the person who filled in this form

Signature

Relationship to the person claiming

Date

Sharing information with your landlord or housing association could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of your tenancy. In these circumstances, we can contact your landlord without your permission.

Under the Data Protection Act 1998, we would need your permission to discuss the following with your Landlord:

- That you have claimed or renewed your claim for Housing Benefit
- That we have made a decision on your claim
- HB Entitlement and payments dates
- That we need more information to make a decision on your claim and what that information may be

We will not give your Landlord any information about:

- Personal circumstances which relate to you and your family
- Your finances

You can withdraw permission for us to share information with your Landlord/Housing Association at any time.

I give Renfrewshire Council my permission to share information with my Landlord.

My Landlord's name is _____

Tenants Signature _____ Date _____

To be completed only by Housing Association tenants.

If you want us to pay your benefit straight to your landlord, you must sign this authorisation.

Your declaration

Please pay my Housing Benefit straight to my landlord.

- I understand that I must always tell you about any change in my circumstances.
- I understand that if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I may have to pay back the extra benefit.
- I understand that I may be prosecuted if I do not tell you about any change of circumstances.

Your
signature

Full name
(in CAPITAL
LETTERS)

Date

Address

Once you have signed the declaration above, you should now ask your landlord to sign the declaration.

Your landlord's declaration

I agree to accept Housing Benefit payments for the tenant named in this form.

I understand that by law:

- I must tell you straight away if I find out about any change in the tenant's circumstances
- you can stop paying benefit to me if I do not tell you about any change of circumstances
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to, and
- If you pay me too much Housing Benefit for any tenant, I may have to repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

Landlord's
signature

Date

I also agree that I must be certain that the tenant continues to occupy my property for the period I receive Housing Benefit payments. If the tenant has left the property, I will return the money that I am not entitled to.

To avoid delaying your claim you should return this declaration to the Private Sector Benefits Office. Renfrewshire House, Cotton Street, Paisley PA1 1AD as soon as you and your landlord have signed it.

Please tick to say what evidence you are sending with this form. We must see original documents, not copies.

Please do not send valuable items through the post. If you can, bring them into any of the offices listed on page 4. We will take the details we need and give you the documents back straight away. If you cannot get into the office, phone us for more advice

If you do not provide all the evidence we need, we might not be able to pay you any benefit. We need the same evidence for your partner, if you have one.

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence later. We can start to process your claim, but we will not be able to pay you any benefit until we have all the evidence.

- | | | |
|--|--------------------------|---|
| Bacs Mandate | <input type="checkbox"/> | Please see page 15 |
| Sharing information with landlord | <input type="checkbox"/> | Please see page 18 |
| Evidence of your address (only if you are moving or about to move) | <input type="checkbox"/> | Such as a recent gas or electricity bill, a TV licence, driving licence, UK residence permit or a letter from a solicitor, social worker or probation officer addressed to you. |
| Evidence of National Insurance number | <input type="checkbox"/> | Such as a National Insurance number card, payslips or letters from social security or the tax office. Documents already provided as evidence of identity cannot be used as evidence of National Insurance Number. |
| Evidence of non-dependant's Income | <input type="checkbox"/> | You must provide proof of the non-dependant's income to receive the lower non-dependant deduction. If you do not, the highest deduction will apply. |
| Evidence of earnings | <input type="checkbox"/> | We also need this for any other adults living in your home. This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. If you do not have these payslips, your employer must fill in the earnings certificate.
We will contact your employer if you do not give us evidence of your earnings. |
| Evidence of self-employed earnings | <input type="checkbox"/> | If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than six months, a summary of your trading records so far. |
| Evidence of other income | <input type="checkbox"/> | We also need this for any other adults living in your home. Such as pension slips from a previous employer or a letter from the court showing how much maintenance you are getting. We need to see evidence of any money people pay you for board and lodgings. |
| Evidence of benefits, allowances or pensions | <input type="checkbox"/> | We also need this for any other adults living in your home. Such as current award notices or letters from social security confirming how much you get. If you do not have evidence, let us know straight away. Please do not send order books through the post. |
| Evidence of savings and investments | <input type="checkbox"/> | Such as all your bank, building society or post office books, full bank statements, or certificates for Premium Bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see evidence of any interest or dividends you get on investments and savings. We need to see this evidence for children in your household as well. The evidence you send must show details for at least the last two months. |
| Evidence of other money paid out | <input type="checkbox"/> | Such as letters about student grants or maintenance, agreements or receipts from registered child carers. |
| Evidence of private rent and tenancy | <input type="checkbox"/> | Such as a rent book, rent receipts, lease agreement, tenancy agreement, proof of ownership or a letter from your landlord. |

A Change of Circumstances form for:

Housing Benefit
Council Tax Benefit
Second Adult Rebate



Renfrewshire
Council

Benefit fraud

Benefit fraud is a crime against us all.
Help us stop the benefit cheats. If you want
to report a possible abuse of the system
phone our **free 24- Hour Hotline on**
0800 195 9845

Your call will be treated in confidence.

**A Change of Circumstances
form for:**
**Housing Benefit
Council Tax Benefit
Earnings Certificate**



**Renfrewshire
Council**

Part 1 To be filled in by you

Please fill in this side of the form and ask your employer to fill in the other side. When the form has been filled in, please send it or take it into any of the offices listed on page 4 of the claim form.

Do not delay in sending us your claim form. You can send your claim form as soon as you have filled it in and send this earnings form to us later. If you do not provide all the evidence we need or it is not correct, we may need to contact your employer or employers.

Your Name

Your address

How are you paid?

By cash By cheque Into a bank account

Please note:

If you have recently started work and your employer has given an estimate of your earnings, we will need to see proof of your actual earnings at a later date.

For office use only

Claim Number:

please turn over >



