



Surrey Heath Borough Council
Surrey Heath House
Knoll Road
Camberley
Surrey GU15 3HD

Direct Tel : 01276 707100

Benefits Helpline: 01276 707121

For Official Use Only
Date Received:

Change of Circumstance Form

for Housing Benefit and/or Council Tax Benefit

Please write your name and address in this box

Surname:

First Name(s):

Current Address:

Complete this box to tell us of **a change in the people living with you**, including children:

Date of Change:

**You must provide proof of identity
& income for them**

Complete this box to tell us of **a change in your or your partners earnings and or tax credits:**

Date of Change:

**You must provide at least 2 recent
wage slips or a recent letter**

Complete this box to tell us of **a change to any other income you or your partner receive.** This includes pensions, other benefits such as incapacity benefit, pension credits and maintenance payments received :

Date of Change:

**You must provide proof of the
change**

Complete this box to tell us of a **change in your or your partners capital**.
This includes money you have in bank, building society and post office accounts, ISAs, premium bonds, income bonds, national savings, stocks, shares, land and property including 2nd homes:

Date of Change:

You must provide proof of the change

Complete this box to tell us of **any other changes** including changes in your rent:

Date of Change:

You must provide proof of the change

Examples of the changes you must tell us about straight away:

- If you move house or anyone moves in or out of your home
- If any of your children leave school or home or if you have a baby
- If your income or the income of anyone living with you changes
- If your capital, savings or investments change
- If an award of Income Support or Jobseekers Allowance ends
- If your rent changes, or if you or anyone living with you becomes a student, goes into hospital/nursing home/prison

WARNING

If you fail to tell us about a change or give false information you will lose benefit and be liable for prosecution.

If you fail to provide proof of the change, payment of benefit will stop.

YOUR DECLARATION

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

I authorise the Council to verify the information if they wish to do so.

I know I must tell the Council of any changes which might affect my benefit claim.

Signed

Date

Once completed please return this form to:

The Benefits Section
Surrey Heath Borough Council
Knoll Road
Camberley
Surrey GU15 3HD

The Council Offices are open:
Mon – Thu 8.30am – 5.30pm
Fri 8.30am – 5.00pm
Benefits Helpline: 01276 707121
Email: benefits@surreyheath.gov.uk