



Benefit Ref. No.(if known)

## Housing/Council Tax Benefit Reporting changes to your circumstances

If your circumstances change you must tell us straightaway. We can then adjust your claim and make sure you are getting all the benefit you are entitled to. Please fill in the details below and send the form back to us at the address shown at the bottom of the page.

**About you**

Title

First names

Last name

National Insurance number

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Please give us your date of birth so that we can trace your records more accurately

**Your address**

House number and street name

Your phone number

Please give the date your circumstances changed

Please give as many details about the changes as possible

Please provide proof of any changes. You must send us original documents as we are unable to accept photocopies. (Please note if any further information/documentary evidence is needed we will write to you separately with details of our requirements).

**Declaration**

The information on this form is true and complete. This information correctly represents my circumstances as they are at the present time. I will report any other changes in my circumstances to the Council.

Signature

Date

We will use the information you have given us to process your Housing/Council Tax Benefit Change of Circumstances. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to. Shepway District Council is the data controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use that information, you can ask.

When you have filled in this form please send it back to Revenues and Benefits, Shepway District Council, Civic Centre, Castle Hill Ave., Folkestone, Kent CT20 2QY Tel. 01303 853555