



Oadby and Wigston Borough Council

Customer Services

Benefits

CHANGES OF CIRCUMSTANCE

Name _____

Address _____

Claim Reference _____

I wish to report a change in my circumstances

Date of change _____

Details of change _____

If you have a change in your income, please provide proof.

Examples of changes which need to be reported

- A change in income:
 - Private/Occupational pension
 - Child and/or Working Tax Credits
 - Starting or finishing work
 - All DWP benefits – retirement pension, ESA etc
 - Start or stop receiving job seekers allowance, income support or any DWP benefits
- A change in the number of people living in the household. Please provide the date people arrive or depart from the household.
- A change of address
- A change in the income of anyone living in the household
- A change in capital
- Rent increase or decrease
- Marriage or divorce
- You become a partner in an opposite sex or same sex couple

If you receive pension credit you must report changes in income and capital to the Pension Service on (0845) 6060265. If this results in a change to your pension credit, the Pension Service or you will notify the council and then your housing & council tax benefit can be reassessed.

You still need to notify the council of any other change in your circumstances e.g. other people living with you or their income changes, whether you are absent from the home for more than 13 weeks, if your capital exceeds £16,000.00, rent increase, changes to dependent children, changes in child benefit & tax credits.

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