

# How can I report a change?

- There are several options available please use the one most convenient for you
- Please note we may have to ask for additional information

## You can

- Visit our website **[www.oadby-wigston.gov.uk](http://www.oadby-wigston.gov.uk)** and use our on line form or download a form to print off and complete
- E-mail us at **[benefits@oadby-wigston.gov.uk](mailto:benefits@oadby-wigston.gov.uk)**
- Visit our council offices
- Ring our Benefit Team on **0116 288 8961** and choose option 4 for Benefits
- use the form on this leaflet
- write to us at Oadby and Wigston Borough Council, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR
- Use Leicestershire's **"Tell Us Once"** scheme if you are registering a birth or a death. **[www.leics.gov.uk/tellusonce](http://www.leics.gov.uk/tellusonce)**

**TELL US!**



**Tell us**



**Oadby and Wigston  
Borough Council**

Use this page to tell us about any changes

Name.....

Address.....

Post Code.....

Home telephone.....

Mobile telephone.....

E-mail address.....

What is the change?.....

When did the change happen?.....

**Declaration** – I declare that these details are accurate and that I can be prosecuted for any false statements

Name (print).....

Signature.....

Date.....

# Do you receive Housing Benefit and/ or Council Tax Support?

Then you must **tell us immediately** about any changes in your circumstances that may affect your entitlement.



**TELL US!**

## This leaflet tells you -

- Why you must tell us of any changes
- What happens if you don't tell us of a change
- What changes to report
- How to report changes

We want to pay you the correct amount of benefit. To do this we must know if your circumstances change

## Why must I tell you about changes?

- It is your legal duty
- So we can pay you the correct amount of benefit
- We don't want to pay too little or too much

## What happens if I don't tell you?

### If you are paid too much benefit

- Then you will probably have to pay it back
- You may be prosecuted and fined

### If you are paid too little benefit

- Then you will be receiving less benefit than you are entitled to
- You will be losing money
- We can only usually backdate for a month so you could lose out

## What changes do I need to tell you about?

### Most things

- The list on the next page tells you what kind of changes we need to know about
- But remember the list is not exhaustive and may not include everything you need to tell us about. If you are not sure whether you need to tell us about something, please contact us

### If in doubt ask!

## The types of changes that you need to tell us about include:

- You or your partner stop getting Income Support, Employment and Support Allowance or Jobseekers Allowance
- You start work, change your job or change your hours
- You work any overtime or receive any commission or bonuses
- You move address
- Any change to you or your partner's income, such as a wage increase, a change in state benefits or Tax Credits
- Your savings alter
- You stop getting Child Benefit for one or more of your children
- Any of your children leave school
- Someone comes to live with you
- Someone who was living with you leaves
- There is a change in the income of someone who lives with you
- Your rent changes and you are not a council tenant
- You get married or form a civil partnership, start living together or living together as civil partners or separate
- Any other change which might affect your benefit



# TELL US!