

If your circumstances change you need to tell Benefit Services straight away.

Please remember to tell the Council's Benefit Services straight away if you have a change in your circumstances. If you don't have a change to tell us about now, keep this form in a safe place for use later.

What happens if I don't tell you about the changes?

If you don't tell us, we are likely to go on paying the same rate of benefit as before and this may be wrong.

We may need to increase or decrease the amount we pay you, or stop your benefit completely because of the change.

If you don't tell us, or are slow to tell us, we may be paying you too much. We will expect you to pay it back, and we may deduct it from any benefit we are still paying you.

What kind of changes do I need to tell you about?

If you are not receiving Pension Credit:

Household details - you must tell us if

- Any of your children leave school, start work or get Jobseeker's Allowance
- Anyone comes to live with you or anyone leaves (including lodgers and tenants)
- You have a student child who normally studies away from home and they return home during the holiday period
- You or your partner go into hospital (tell us when you go in and when you come home)
- Someone living with you stops or starts to get Jobseeker's Allowance or stops or starts work
- You stop or start caring for a disabled person

Going Abroad - you must tell us if

- You must tell us if you or your partner, or both of you, leave the country. Tell us before you go and as soon as you come back

Income details - you must tell us if

- You or your partner start or stop getting Child Benefit, Jobseeker's Allowance or any other state benefit
- There is any change in you or your partner's income or savings

Accommodation details - you must tell us if

- Your rent goes up or down
- You change your accommodation

Other changes that may affect your benefit

- If Disability Living Allowance stops, starts or changes
- If you or your partner have received benefit as a student and your course finishes

If you are receiving Pension Credit:

If you receive the guarantee part of Pension Credit - you must tell us if

- A partner moves in or out
- You or your partner go into residential care
- Anyone else comes to live with you
- Your rent or tenancy details change

If you are receiving the savings part of Pension Credit - you must also tell us if

- Your savings go over £16,000
- You are away for more than 13 weeks

Do I need to tell anyone else about my changes?

Yes you do!

If you get Income Support, Jobseeker's Allowance or any other Social Security Benefit you need to tell Jobcentre Plus straight away about your change.

If you are over 60 and receive either element of Pension Credit then you must tell the Pension Service and they will tell you how the change will affect you.

Please use the form overleaf to tell us about your changes

Please write your name and address in this box:

Surname	First Names(s)
Address	

Now please give details of any changes:

Date of change (for example, when you moved or when your income changed)
Details of change (for example, your new address or your new income)

Remember we need to see proof of any changes in rent or income or savings.
 If you bring your details in we can photocopy them free of charge and give them straight back to you.
 This can help us deal with your claim more quickly.
 If you cannot get proof immediately, send the form in now and the proof as soon as possible, but at the very latest within 1 calendar month. If you need longer than this you must tell us straight away.
 In some cases we may send you a form and/or ask you for further information.

Declaration

- I declare the information I have given is correct and complete.
- I understand that if I give incorrect information or I withhold information, I will have to pay back any overpayment of benefit, and you may also take action against me.
- I know I must let the Council know about any further changes in my circumstances that may affect my claim.

Signature: Date:

Now please send or take this form and your proof to:

<p>Write to us at: Benefit Services Sevenoaks District Council P O Box 102 Argyle Road Sevenoaks TN13 1GT Email us at: Benefits@sevenoaks.gov.uk</p>	<p>Visit us at our main Sevenoaks Office at the following times Monday to Wednesday 8.45am – 5.00pm Thursday 9.30am – 5.00pm Friday 8.45am – 4.45pm For appointments at Edenbridge, Hartley or Swanley surgeries Telephone 01732 227000</p>
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For any queries please phone us on : 01732 227000 (Minicom users text phone : 01732 227496)

Why not visit our website www.sevenoaks.gov.uk