



RUNNYMEDE BOROUGH COUNCIL

Changes in Circumstances

Your Housing and / or Council Tax Benefit has been assessed on the information you have supplied.

If your circumstances change you **must** tell us as it may affect your benefit entitlement. You should let us know within 4 weeks of the change. If you do not advise us and the change means that you would get more, we may not be able to pay you the extra benefit.

Below are some examples of changes, which must be reported to the Benefits section:

- Changes in you or your partner's income, including when they stop receiving Income Support or Job Seekers Allowance (income based).
- Changes in income of any non-dependents, including when they stop receiving Income Support or Job Seekers Allowance (income based).
- Changes in the number of people living with you.
- Changes in your savings by over £250.00.
- If your rent changes.
- If anyone living with you stops getting child benefit.
- If you move to a different address.
- If you or your partner go into hospital.
- If you or your partner go into residential care.

Please complete the page overleaf telling us about the changes (with proof of changes in income and rent) and return it in an envelope to:

Runnymede Borough Council, Civic Offices, Station Road, Addlestone,
Surrey, KT15 2AH.

Or telephone (01932 425388)
Fax (01932 425389)

Claim Ref:

Name:

Address:

Changes in income (you, your partner or non dependents)

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Date of change.....

Changes in the number of people living with you

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Date of change.....

Changes in rent

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Date of Change.....

Change of address (if you or others in your household move)

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Date of Change.....

Other changes

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Date of Change.....

Declaration

I confirm that the information given by me above is true and accurate to the best of my knowledge.

Signed..... Dated