

BOROUGH OF HYNDBURN

HOME OF THE ACCRINGTON PALS

BENEFITS, REVENUES

AND CUSTOMER CONTACT

Accrington Town Hall

Broadway Offices

Accrington

BB5 1EZ



Changes to income

Section 1: About you

1. Your Housing Benefit/ Council Tax
Support Reference

2. Please provide details for you
and your partner if you have one:

You

Your partner

Name

Date of birth

National Insurance Number

3. **Please provide your address**

Address

Postcode

Telephone Number

Section 2: change to your income

4. Your Income:

Not including changes to your employment, has your **income** or your partner's income changed? If so, please tell us about all changes to your income below. If you have not had any changes, please leave this section blank.

If your income has changed, you must provide proof of the changes. Proof can be

- wage slips
- a certificate of earnings
- a letter from your employer
- a Benefit notification letter

Type of Income – including account details	Date of change	Details of change (amount and frequency of payments)

Section 3: Other changes

5. Changes affecting people who live with you.

If someone in your household, other than you or your partner has had a change in their income, capital, savings or employment, please use this space to tell us about it.

If anyone living with you has not had any changes, please leave this section blank.

	First person	Second person
Full name		
Date of change		
Change of employment or starting work		
New hours per week		
New earnings before any deductions.	£ a week	£ a week
Change to benefits including Income Support, Income Based Job Seeker's Allowance, or Pension Credit, Disability Living Allowance, Personal Independence Payments or Attendance Allowance.		
Details of change		
Changes to other income		
Where does this income come from?		
How much is it before deductions?		
Where does this income come from?		
How much is it before deductions?		

6. Please use this space to tell us about any other changes you have had and have not been included in any of the other questions on this form. This can include:

- Someone starting a full time education course,
- Child benefit has stopped for a person aged 18, 19 or 20
- Someone living with you has had a baby
- Changes to the rent someone pays to you

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Section 4: Declaration

Even if someone else has filled this form in form you, you must sign this declaration if you can.

Please read this declaration carefully before you sign it:

- I understand that this claim form is made to you, my local council.
- I confirm that as far as I know, this information I have provided on this form is correct and complete
- I understand that if I have given information that is incomplete or incorrect that you may take legal action against me
- I agree that you will use the information provided to process my claim for Housing Benefit or Council Tax Support, or both, you may check some of the information with other sources as the law allows.
- I know that I must let you know in writing straight away about any change in my circumstance that could affect my claim.
- The council will use your information in line with the Data Protection Act 1998. We have a duty to protect public funds and we may use the information you have given us or share it with other organisations to prevent and detect fraud.
- The council will also share your information if we have a legal duty to do so, or where we believe that by doing so we can provide you with a better standard or service.
- I understand and agree that the information help by you for the purposes of me claim may be shared with the Local Education Authority for the purpose of determining a child's eligibility for free school meals or any other benefit, and with Lancashire County Council on One Connect for the purpose of determining my entitlement to a Social Fund Loan or other similar benefit.

Signature of the person claiming	
Please print your name here	
Date	
If this form has been completed by someone other than the claimant or claimant's partner, please tell us why you are filling this form in on behalf of the claimant.	
Your name if you have completed this form for the claimant	
Your signature	
Your relationship to the claimant	
Date	

Sharing information with your Landlord.

Sharing information with your landlord could help us to deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed. If you give us permission, we would be able to tell your landlord whether:

- You have claimed Housing Benefits (but not Council Tax Support)
- We have made a decision on your claim, or
- We need more information to make a decision on your claim.

We will not give your landlord any information about:

- Your personal household circumstances, or
- Your financial circumstances

It will not affect your claim if you do not give us permission to discuss your claim with your landlord. If you want to give us permission to discuss your claim with your landlord, please sign below.

Signature	
Full name (please print)	
Date	

Sharing information with someone else.

If you would like to give anyone else permission to discuss your claim with us, you can do so by telling us about them here.

Their name	
Their relationship to you	
Your signature	
Date	

Section 5: What to do next

In order to prevent an overpayment of your benefit, your claim has been suspended until we have received the information we need as well as any supporting documents.

If we do not receive this form within 1 calendar month of the date you told us about these changes, we will assume that you no longer wish to claim benefit and your claim will be cancelled.

Supporting Documents

To support your claim, you may need to provide supporting evidence or documents. We will only accept original documents, not photo copies. We will return all original documents to you.

Please use this box to list the information the information or documents you have provided to support your change of circumstances, such as proof of income for the new member of your household..

If you are not able to provide all documents, please tell us here. You have one calendar month from submitting this form to provide this information. If you do not provide this information, your claim will be cancelled

Where to send your documents

You have several options for returning this information:

You can drop it in our post box: Our post box is on the right hand side of the automatic doors at the Broadway entrance to our offices. This sign-posted steel post box is secure and can be used 24 hours a day.

Post your documents to us at the following address:

Hyndburn Borough Council
Housing Benefit and Council Tax Support
Accrington Town Hall
Broadway
Accrington

Contact us

For help with your application, for any other enquiries or to book an appointment to see us in person, please contact us using the following details:

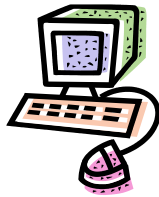
- Use our e-services online at www.hyndburnbc.gov.uk/benefits
- By email – enquiries@hyndburnbc.gov.uk
- By telephone – 01254 388 111

Please call or email our Customer Contact Centre, we are open:

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 17:00	09:00 – 17:00	10:00 – 17:00	09:00 – 17:00	09:00 – 17:00

Please send or bring ORIGINAL DOCUMENTS ONLY – we cannot accept photocopies.

BENEFITS ONLINE



Check your Benefits, Council Tax and Business Rates on-line.

Register at:

www.hyndburnbc.gov.uk

to get your unique PIN number