

Housing Benefit & Council Tax Reduction Change of Income Form

Part 1 - Personal Details

	You	Your partner
First name	<div style="border: 1px solid black; height: 25px;"></div>	<div style="border: 1px solid black; height: 25px;"></div>
Surname	<div style="border: 1px solid black; height: 25px;"></div>	<div style="border: 1px solid black; height: 25px;"></div>
Full Postal address	<div style="border: 1px solid black; height: 40px;"></div>	<div style="border: 1px solid black; height: 40px;"></div>
	Postcode	Postcode
Date of Birth	<div style="border: 1px solid black; height: 25px;"></div>	<div style="border: 1px solid black; height: 25px;"></div>
Tel. No.	<div style="border: 1px solid black; height: 25px;"></div>	<div style="border: 1px solid black; height: 25px;"></div>
Email address	<div style="border: 1px solid black; height: 25px;"></div>	<div style="border: 1px solid black; height: 25px;"></div>
National Insurance Number	<div style="border: 1px solid black; height: 25px; display: flex; justify-content: space-around;"> </div>	<div style="border: 1px solid black; height: 25px; display: flex; justify-content: space-around;"> </div>
Are you:	<p> <input type="radio"/> an owner occupier? <input type="checkbox"/> <input type="radio"/> a private tenant? <input type="checkbox"/> </p> <p> <input type="radio"/> a housing association tenant? <input type="checkbox"/> </p>	

If there has been a change to the rent that you are charged since the last time you contacted us, please give the details including the date the rent changed:

Part 2 - Household Composition

Please list the names of everyone who lives with you. If no one else is living in the property, write 'none' below.

Name	Relationship to you	Date of Birth	Gross income received	Child Benefit paid to you ?
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>

If you have more than six people living at the property, or if there have been any changes to the household the last time you contacted us, please give the details on a separate sheet of paper and return it with this form.

Part 3 About working for an employer

In this part, please give details of any paid and unpaid work, training and full-time or part-time jobs. Also give details of any income or wages you or your partner get from these. This also includes sick pay or maternity pay.

Do you or your partner work for an employer?

No Go to **part 4.** Yes Tell us about this employment below.

Do you or your partner have more than one employer?

No Yes Use a separate sheet of paper to tell us about the other jobs.

What is your employer's name, address and phone number?

You

Your partner

What kind of work do you do?

What is your payroll, employee or staff number?

When did you start this job?

/ /

/ /

Are you employed temporarily or for a fixed period?

No Yes

No Yes

When does the job end?

/ /

When does the job end?

/ /

How often do you get paid?

Every

Every

How much do you get paid before deductions such as tax and National Insurance?

£

£

How do you get paid?

How many hours a week do you usually work?

Give details of any regular overtime, bonuses or commission.

When is your next pay rise due?

/ /

/ /

Do you pay into a private or company pension scheme?

No Yes How much?

No Yes How much?

£

£

How often?

Every

How often?

Every

Are you off work at the moment?

No Yes Since when?

No Yes Since when?

/ /

/ /

Are you getting Statutory Sick Pay, Paternity Pay or Maternity Pay from your employer at the moment?

No Yes

No Yes

We must see original proof of any earnings before we can decide how much help you can get. If you are paid every week, we must see your last five payslips. If you are paid every two weeks, we must see your last three payslips, and if you are paid every month or every four weeks, we must see your last two payslips. If you cannot send payslips, ask your employer to fill in the certificate of earnings at the back of this form.

Part 4 About being self-employed

Are you or your partner self-employed?

No

Go to **part 5**.

Yes

Tell us about your and your partner's self-employment below.

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
When did the business start?	<input type="text"/>	<input type="text"/>
What is the business name and address?	<input type="text"/>	<input type="text"/>
Are there any other partners in the business?	No <input type="checkbox"/> Yes <input type="checkbox"/> Their name and address	No <input type="checkbox"/> Yes <input type="checkbox"/> Their name and address
	<input type="text"/>	<input type="text"/>
How many hours a week do you normally work?	<input type="text"/>	<input type="text"/>
Do you get a Business Start-up Allowance or any other grant?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	How much? <input type="text"/> How often? <input type="text"/>	How much? <input type="text"/> How often? <input type="text"/>
Do you pay into a private pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	How much? <input type="text"/> How often? <input type="text"/>	How much? <input type="text"/> How often? <input type="text"/>

We must see original proof of any self-employed earnings, profit or loss before we can decide how much help you can get. This should be your most recent certified accounts or your day-to-day records of income and spending. If you cannot provide either of these, please contact us straight away.

Part 5 About being a student

In this part, tell us if you or your partner are a student. By 'student' we mean someone who is in higher or further education.

Are you or your partner a student?

No

Go to **part 6**.

Yes

Tell us about you and your partner's course below. Please enter student income on part 7

	You	Your partner
Tell us the name of the course and the name and address of the college or university.	<input type="text"/>	<input type="text"/>
Is the course full-time or part-time?	<input type="text"/>	<input type="text"/>
	Start <input type="text"/> End <input type="text"/>	Start <input type="text"/> End <input type="text"/>
What date does the academic year start and end?	<input type="text"/>	<input type="text"/>

Part 6 About accounts, savings and investments

In this part, give details of all accounts, savings or investments that you or your partner have. This includes bank, building society, post office and Paypal accounts (even if they are empty or overdrawn), Premium Bonds, stocks and shares, PEPs, TESSAs, ISAs, property, and timeshares in the UK or abroad.

Do you have any **bank or building society accounts**? You Your partner
 No Yes No Yes

In the box below, tell us about all bank and building society accounts. Give the name of each bank, the account numbers, and how much there is in each account.

	How much?	How much?

We must see full original account statements (not mini statements) covering the last two months.

Do you have any **post office accounts**? You Your partner
 No Yes No Yes

In the box below, tell us about all **post office accounts**. Give the name of each account, the account numbers, and how much there is in each account.

	How much?	How much?

We must see original account passbooks covering the last two months.

Do you have any **Premium Bonds**? You Your partner
 No Yes No Yes

In the box below, tell us how many and how much they are worth.

	How much?	How much?

We must see these original Premium Bonds to confirm how much they are worth.

Do you have any **National Savings**? You Your partner
 No Yes No Yes

In the box below, tell us the issue numbers and number of units held.

	Issue number	Number held	Issue number	Number held

We must see these original National Savings Certificates to confirm the number held.

Do you have any **stocks and shares**? You Your partner
 No Yes No Yes

In the box below, tell us about any **stocks and shares**. Give the company name, type of share and the number held.

	Number held	Number held
Company name and type of share		

Part 6 About accounts, savings and investments (continued)

Do you have any savings such as PEPs, TESSAs, ISAs, unit trusts and income bonds?

You No Yes Your partner No Yes

In the box below, tell us about any savings such as PEPs, TESSAs, ISAs, unit trusts and income bonds. Give details and say how much.

	How much?	How much?

We must see original proof of these (for example, certificates or letters from the savings company).

Do you have any other accounts, savings, investments or cash?

You No Yes Your partner No Yes

In the box below, tell us about any other accounts, savings, investments or cash. Give details and say how much they are worth.

	How much?	How much?

We must see original proof of these accounts, savings or investments.

Have you or your partner received a Far Eastern Prisoner of War payment?

No

Yes

Do you or your partner own or partly own any land, property or timeshares (other than the home you live in) in this country or abroad?

No

Yes

Go to **part 7**.

Give us details below.

What is the address of the land or property?

Do you or your partner have a mortgage on the property?

No Yes

How much do you still owe?

£

Does a disabled relative or relative over 60 live in this property?

No Yes

Does a previous partner still live in the property?

No Yes

Are you or your partner trying to sell the property?

No Yes

How long has it been on the market?

months

We need to see original proof of any mortgage on this property, such as a statement or letter from the lender.

We need to see original proof that you are selling the property, such as a letter from the estate agent.

We may need to get a valuation of any land or property. We will write to you about this.

Part 7 - Incomes and benefits

Do you or your partner receive any benefits, allowances or income?

No Go to **Part 8**

Yes Please complete this section

Who receives	Type of income	Amount	How often i.e. weekly, monthly etc
		£	
		£	
		£	
		£	
		£	
		£	

Please supply evidence of all income you receive.

If you or your partner have claimed benefit but not heard, tell us here.

Who claimed	Type of benefit

Part 8 - Money paid out

Do you pay a registered childminder, a nursery or an after-school club any childminding costs for any child? (If you pay costs for more than three children, give details on a separate sheet of paper and send it to us with this form.)

No Go to **Part 9**

Yes Give the details below.

Child's name

Name and registration number of minder

How much do you pay a week?

£

Child's name

Name and registration number of minder

How much do you pay a week?

£

Child's name

Name and registration number of minder

How much do you pay a week?

£

We need to see proof that your childminder, nursery or after-school club is registered and proof of the amount you pay. We also need to see proof of any Disability Living Allowance you get for any of your children.

Part 9 Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they should sign this declaration as well.

Please read this declaration carefully before you sign and date it.

I understand the following.

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim. You may check some of the information with other council departments, rent offices, other councils and government organisations.
- You may use any information I have provided in connection with this and any other claim I have made or may make for state benefits or Discretionary Housing Payments. You may give some information to other government organisations, if the law allows this.
- You may also use any information I have provided to keep my, or my partner's, Council Tax account up to date, and to award or remove any relevant discounts.

I know I must let you know about any change in my circumstances (or the circumstances of anyone in my household) which might affect my claim. **I know** I must let you know about any change as soon as I know about it.

I declare the information I have given on this form is correct and complete and that I have read and understood the declaration above.

Signature of person
claiming:

Date:

Partner's signature:

Date:

Under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, we may have to release the information in this form if we are asked to do so. However, under the Data Protection Act 2018, your personal information will not be released without your permission, except where the law allows. You can find additional details of how the Council handles personal data in the Council's Privacy Policy at: www.rushcliffe.gov.uk/privacy/.

By law, we may pass your personal information to other local authorities and government departments and agencies to prevent and detect fraud, corruption, money laundering and other crimes and to manage your affairs.

If this form has been filled in by someone other than the person claiming, please tell us why you are filling in this form for the person claiming and confirm whether you are acting on their behalf during this claim.

Name of the person who
filled in this form

Signature of the person

Relationship to the
person claiming

Date

Part 10 Returning the form

Once you have filled in this form, return it to us straightaway. **Do not delay returning this form to us as you could lose help if you do delay.** If you have a problem filling in the form, phone us on 0115 981 99 11 and we will be glad to help you. Remember to send us all the proof we have asked. If you cannot send us all the proof we need with the form, return the form anyway and send us the proof as soon as you can. Please let us know if this will take more than four weeks. All proof must be original documents – we cannot accept copies.

You can bring the form to us at:
Rushcliffe Community Contact Centre
Rectory Road
West Bridgford
Nottingham
NG2 6BU.

The Rushcliffe Community Contact Centre is open 8.30am - 5pm Monday to Friday and 9am - 1pm on the first Saturday of each month.

You can also take this form to one of the following customer contact points at the times specified.

- Cotgrave Police Contact Point, The Precinct, Cotgrave - 9am to 1pm on Wednesdays
- East Leake - Parish Council Office, 45 Main Street, East Leake - 9am to 12.30pm on Tuesdays
- Bingham - Bingham Medical Centre, Newgate St. Weekdays 9am to 5pm except Wed 9am to 1pm

If you are sending important documents with your claim, you should take the form to one of our offices. Don't send valuable documents in the post. If you cannot get to one of our offices, phone us for advice.

If you need help or advice about Housing Benefit, Local Housing Allowance or Council Tax Reduction, please phone us on 0115 981 9911. We may also be able to help you with other state benefits and council services. The lines are open between 8.30am and 5pm Monday to Friday.

Part 11 Changes you must tell us about

You must tell us straight away if your circumstances change. You can do this by phone (0115 981 9911), by e-mail (revenues@rushcliffe.gov.uk) or by visiting our website (www.rushcliffe.gov.uk). You will need to write to Revenues Services to confirm that your circumstances have changed and provide proof of what the change is. You can also call in to one of our offices to tell us about a change. You must do this within one month of the date of the change or you may lose out. If you are late telling us about a change in your circumstances you should tell us the reason for being late. A change on circumstances could be things like the following.

- If you or your partner start or stop getting Income Support or any other state benefit
- If you or your partner start or stop getting Working Tax Credit and or Child Tax Credit or the amount changes
- If your or your partner's wages change
- If the number of people living with you changes
- If any children leave school
- If you move, including moving flats or rooms in the same building
- If you have another child.

This list gives examples. There are also other things that you need to tell us about.

If you receive Pension Credit, you must tell The Pension Service about certain changes, including:

- a change in income;
- if you have a new partner;
- if you become single; or
- if you move into permanent residential care.