

Change of Income Form for Housing Benefit and Council Tax Support



Only use this form if you are already receiving Housing Benefit and/or Council Tax Support and have had, or are about to have a change in your income.

Please complete this form in BLOCK CAPITALS, using black ink

Part 1: About you and your partner

Your Details	Your Partner's Details
First name:	First name:
Last name:	Last name:
National Insurance Number:	National Insurance Number:
Date of Birth:	Date of Birth:

Address:
Postcode:

Your daytime phone number

Sometimes we can deal with your claim quicker if we can contact you by phone.

E-mail address

Do you want to receive correspondence and notification letters by e-mail? Yes No

Do you want to receive your Council Tax Bill by email? Yes No

For office use only

HB/CTS reference	Date issued	Issued by	Date received
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Part 2: Working for an employer

Do you or your partner work for an employer? No Please go to Part 3 Yes

If 'yes' answer the questions below. If you work for more than one employer, tell us about your second job in **Part 9**

What is your employer's name and address?

You

Your Partner

When did you start this job?

Is your job expected to last more than 5 weeks? Yes

No

How many hours a week do you work?

How often do you get paid?

How much do you get paid?

Do you or your partner do any type of voluntary work? No Please go to Part 3 Yes

If 'yes' please give details

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We need to see your last 5 weeks payslips or last 2 monthly payslips for each job, when you return this form. If you have just started your job please provide a letter from your employer showing how much you will earn. If you do not have 5 weekly or 2 monthly payslips please provide the ones you have when you return this form, and send your next wageslips when you receive them. We need to see original wageslips not copies.

Part 3: Self employed

Are you or your partner self employed? No Please go to Part 4 Yes

If 'yes' please contact us and ask for a self employed questionnaire or download one from our website at www.bury.gov.uk/selfemployed.

Part 4: Benefits, allowances, state pensions and tax credits

Do you or your partner get any benefits, allowances, pensions or tax credits?

No

Yes

If 'yes' please complete the boxes below

Benefits, Allowances and Maintenance	You	Amount	Your Partner	Amount
Attendance Allowance		£		£
Bereavement Allowance		£		£
Child Benefit		£		£
Disability Living Allowance for you or your partner		£		£
Employment Support Allowance		£		£
Guardian's Allowance		£		£
Incapacity Benefit		£		£
Income Support		£		£
Industrial Injury/Disability Benefit		£		£
Jobseekers Allowance		£		£
Maintenance for your children		£		£
Maternity Allowance		£		£
Personal Independence Payment		£		£
Severe Disablement Allowance		£		£

See **Part 5** for Carer's Allowance and Fostering Allowance'

Pensions	You	Amount	Your Partner	Amount
Pension Credit (Guarantee Credit)		£		£
Pension Credit (Savings Part)		£		£
State Retirement Pension		£		£
War Widows Pension		£		£
Widows Pension		£		£

See **Part 5** for Occupational/Private Pensions and War Disablement Pensions

Tax Credits	You	Amount	Your Partner	Amount
Child Tax Credit		£		£
Working Tax Credit		£		£

Are you waiting to hear about a claim for benefit, allowance, pension or tax credit?

No

Go to Part 5

Yes

If 'yes' please say what you are waiting to hear about, and when you made the claim.

You do not need to provide proof of the income in Part 4. We will check the information you have given with the relevant department.

Part 5: Other income

Do you or your partner receive any of the incomes listed below?

No Yes please give details

	You	Amount	Your Partner	Amount
Carer's Allowance		£		£
Disability Living Allowance for your children		£		£
Fostering Allowance		£		£
Maintenance for you and your partner		£		£
Money from boarders, lodgers or subtenants		£		£
Occupational/Private pension		£		£
Universal Credit		£		£
War Disablement Pension		£		£

Do you or your partner receive any other type of income?

No Yes Please give details

Type of income	Who receives it	Amount
		£
		£

Does anyone get Carer's Allowance for looking after you or your partner?

No Please go to Part 6 Yes

If 'yes' please provide the name and address of the person who receives it

Name:
Address:
Postcode:

Please provide proof of all the income you have listed in Part 5, for example a letter from the person or company paying the income to you or your partner. We need to see original letters not copies.

Part 6: Students

Are you or your partner a student?

No Please go to Part 7 Yes

If 'yes' please fill in boxes below

	You	Your Partner
Name of college/university		
Address of college/university		
How many hours a week is your course		

Do you or your partner receive any income for being a student? For example student loan, grant, covenant or bursary.

No Please go to Part 7 Yes

If 'yes' please list below the student income you receive.

Name of income	You		Your Partner	
	Amount	How Often	Amount	How Often
	£		£	
	£		£	

Please provide proof of the amount of student income you or your partner receive for example a letter from who pays the student loan or bursary. Please provide your Council Tax student exemption certificate from your college or university. We need to see original documents not copies.

Part 7: Money you pay out

Sometimes we can disregard some of your income if you make the following types of payments:

Private pension scheme

Do you or your partner pay towards a private pension other than money being taken from your salary or wages?

No

Yes Please give details below

Name of scheme	Amount paid	How often are Payments made?
	£	
	£	

Please provide proof of the money you pay towards your private pension scheme for example a letter from the pension company. We need to see original letters not copies.

Child Care

Do you or your partner pay a registered childminder, nursery or after school club to look after a child

No

Yes

Please give details below

	Child 1	Child 2	Child 3
First name			
Last name			
Date of birth			
Name of child care provider			
Address of child care provider			
Registration number			
Weekly charge	£	£	£

Please provide your contract with your childminder or a letter from your childminder confirming charges

Contribution towards a student grant

Do you or your partner make a contribution towards a student's grant (for example to your son or daughter).

No Please go to Part 8

Yes Please give details below

Name of student	Amount paid	How often are Payments made?
	£	
	£	

Please provide proof of the money you pay out, for example a student loan or grant letter confirming the contributions. We need to see original letters not copies.

Part 8: Capital (savings and investments)

Do you or your partner have any:

- bank, building society, post office accounts, (including current accounts)
- investments
- property in the UK or abroad?

No Please go to Part 10

Yes Please give details

Bank, building society and post office accounts (including current accounts)

Name of bank/ building society	Type of Account	Account Number	Name(s) of Account Holders	Current Ballance
				£
				£
				£
				£

If you or your partner has more than 4 accounts, tell us about the others in **Part 10**

Investments

Premium Bonds:

Total value

£

Stock, bonds and shares:

Name of company

Number of shares

National Savings Certificates:

Issue number

Number of units held

ISAs:

Name of bank/
building society

Account Number

Current Ballance

Property

Apart from the property you live in, do you or your partner own any other property or land in this country or abroad?

No Please go to Part 10

Yes Please give details below

If the total of your savings is below £6000 we do NOT need to see proof of them. If the total of your savings is above £6000 please provide the last 2 monthly statements or passbooks for your accounts and original certificates for any bonds, shares or savings certificates. We need to see original statements and certificates, not copies.

Part 9: People who live with you

Please list all the people living in your household and their relationship to you.

Name	Date of birth	Relationship to you (for example; partner, son, daughter, brother, sister, mother, father, grandson, granddaughter, sub tenant, lodger)

Part 10: Additional Information

Use the following boxes to tell us anything else you think we should know about. *Use a separate sheet of paper and attach it to this form if you need to.*

- Details you could not fit into other sections on this form.
- Details of anything else that may have changed apart from your income, for example the amount of rent you are charged, or if anyone has joined or left your household.



Part 11: Your declaration

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

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

- **I declare** that the information I have given on this form is true and complete.
- **I understand** that if I give false information then I maybe prosecuted.
- **I understand** that you will use the information I have provided to process my claim for Housing Benefit, Council Tax Support and/or Free School Meals. You may check some of the information with other sources within the council, other councils and government departments as allowed by law.
- **I understand** that if I am entitled to Free School Meals then you will use the information you obtain from the Department for Work and Pensions to verify my income to process my award.
- **I understand** that the information in my claim may also be used to assess my entitlement to receive free travel to school for my children.
- **I understand** that you may also get information about me from certain parties, or give them information to:
 - Prevent or detect crime
 - Protect public funds
 - Make sure the information is correct

These third parties include government departments, local authorities and private sector companies such as banks and organisations that may lend you money and companies that assist us in fraud detection and prevention such as Experian.

- **I know** that I must let you know promptly and in writing about any change in my circumstances which may affect my claim.
- **I know** that I should report any changes in my circumstances to the designated office at the Benefits Service, 7 Whittaker Street, Radcliffe, Manchester M26 2DT.
- **I understand** that if I receive too much benefit because I do not write and tell you about changes in my circumstances, then I will have to repay the benefit.

Signature of person claiming

Date

Partner's signature

Date

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.

As far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

Please give your full name in capitals

Your relationship to the person claiming

Your signature

Date

What to do next

Do not delay sending this form back to us. If you delay in returning the form it may affect when we can start paying your benefit.

Wherever possible we will check on your behalf to confirm your details, for example with Six Town Housing, the Department for Work and Pensions and HM Revenues and Customs.

But in some cases we will still need you to provide evidence about yourself, your partner and other people who live with you.

At the end of each of the sections of the form you have filled out there is a box to say what evidence you need to provide.

In all cases we need to see original documents. We cannot accept photocopies.

Please do not send valuable items through the post to us. If you can, bring them to one of our offices which are listed on the back cover of this form. We will check the evidence you have provided and give you the documents back.

If you cannot send the evidence at the moment, please send the form back to us now, and send the proof later. We will not be able to work out how much benefit you are entitled to until we have received all your evidence.

Contact us for help and advice

If you need further help completing this form or you wish to discuss your claim, please telephone us initially in order that we can answer your queries over the phone or if necessary book an appointment at our Whittaker Street, Radcliffe offices.

We can

- Help you complete your form
- Advise you what information you need to provide
- Provide advice on other benefits you may be entitled to.

If your circumstances make it difficult for you to visit our office we may be able to visit you at home to provide help and advice.

Telephone us on: 0161 253 5858

(we are open Monday to Friday 8:45am to 5:00pm)

Email us at: benefits@bury.gov.uk

Visit our website at: www.bury.gov.uk/benefits

Returning this form to us

You can also take this form and evidence to the following offices. Some of these offices are open later in the evening and at the weekend.

If you are posting this form, send it to our designated office at:

**Benefits Service
Bury Council
7 Whittaker Street
Radcliffe
M26 2DT**

Brandlesholme Community Centre & Library

Brandlesholme Road, Bury BL8 1HS
(open Monday, Tuesday, Thursday & Friday
2.00pm to 5.30 and Wednesday & Saturday
10.00am to 1.00pm)

Bury Town Hall

Knowsley Street Bury BL9 0SW
(Open Monday to Friday 9.00am to 4.30pm)

Bury Library

Manchester Road, Bury BL9 0DG
(open Monday, Tuesday, Thursday, Friday 9.30am
to 5.30pm, Wednesday 9.30am to 7.30pm and
Saturday 9.30am to 4.30pm)

Coronation Road Community Centre & Library

Westminster Avenue, Radcliffe M26 3WD
(open Monday & Tuesday 2.00pm to 5.30pm,
Wednesday 10.00am to 5.30pm, Friday 10.00am
to 2.00pm and Saturday 10.00am to 1.00pm)

Dumers Lane Community Centre & Library

245 Dumers Lane, Radcliffe M26 2GN
(open Monday, Tuesday and Friday 2.00pm to
5.00pm, Wednesday 10.00am to 5.00pm and
Saturday 10.00am to 1.00pm)

Moorside Community Centre & Library

St.John's Church Hall, Parkinson Street,
Bury BL9 6NY
(open Monday, Tuesday & Thursday 2.00pm to
5.00pm, Wednesday & Sunday 10.00am to
1.00pm and Friday 10.00 am to 2.00pm)

Prestwich Library & Adult Learning Centre

Longfield Centre, Prestwich M25 1AY
(open Monday & Thursday 9.00am to 7.30pm,
Tuesday & Friday 9.00am to 5.30pm, Wednesday
& Saturday 9.00am to 1.00pm and Sunday
10.00am to 2.00pm)

Radcliffe Council Offices

7 Whittaker Street, Radcliffe, M26 2DT
(open Monday & Friday 9.00am to 5.00pm)

Radcliffe Library

Stand Lane, Radcliffe M26 1NW
(open Monday & Thursday 9.30am to 7.30pm,
Tuesday & Friday 9.30am to 5.30pm and
Saturday 9.30am to 1.00pm)

Ramsbottom Library & Adult Learning Centre

Carr Street, Ramsbottom BL0 9AE
(open Monday, Tuesday, Thursday & Friday
9.30am to 7.30pm and Saturday 9.30am to
1.00pm)

Topping Fold Library

36 Topping Fold Road, Bury BL9 7NG
(open Tuesday & Thursday 2.30pm to 5.30pm,
Wednesday 9.30am to 11.30am and Saturday
10.00am to 1.00pm)

Tottington Library

Town Hall, Market Street, Tottington BL8 3LL
(open Monday, Tuesday & Thursday 9.30am to
1.00pm & 2.00pm to 7.30 pm, Friday 9.30am
to 1.00pm & 2.00pm to 5.30pm and Saturday
9.30am to 1.00pm)

Unsworth Library

Sunnybank Road, Unsworth, Bury BL9 8ED
(open Monday & Thursday 9.30am to 1.00pm
& 2.00pm to 7.30pm, Tuesday & Friday 9.30am
to 1.00pm & 2.00pm to 5.30pm and Saturday
9.30am to 1.00pm)

Whitefield Library & Adult Learning Centre

Pinfold Lane, Whitefield M45 7NY
(open Monday & Thursday 9.30am to 7.30pm,
Tuesday & Friday 9.30am to 5.30pm and
Saturday 9.30am to 1.00pm)

Receipt	Date Received
Name	When one of our staff has signed this part it will be your receipt for your benefit application form. Please keep this receipt in a safe place until we have told you in writing how much benefit you will get.
Address	
	Signature