

Leeds Revenues & Benefits Service
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Reporting changes in your circumstances

If you receive Housing and/or Council Tax Benefit, the law states you must tell us about any changes in your, or your family's, circumstances. This is because it may affect the amount of benefit you are entitled to.

If you do not tell us about a change in your circumstances within one month of it happening, you may lose out on benefit. If we pay you too much benefit, you will have to pay back to us. Delays in telling us will increase the amount you have to pay back.

You must tell us straight away if any of the following apply to you:

- You or your partner's wage goes up or down,
- You or your partner start to receive a new state benefit,
- Any state benefits you or your partner are receiving either change or stop, (The DWP will not always notify us about any changes to your state benefits. You must tell us about these changes yourself.)
- You or your partner start working or change jobs,
- One of your children starts or leaves school, or moves to a different school,
- Any adults move in or out of your home or any of their circumstances change,
- You or your partner's private pension goes up or down,
- You or your partner's savings go up or down,
- You or your partner has any other change which may affect your benefit.

(By 'your partner' we mean:

- a person your are married to or a person you live with as if you were married to them, or
- a civil partner or person you live with as if you were civil partners.)

You must send us proof of your new circumstances and tell us the date they changed. Please note we can only accept original documents.

You must also tell us if you move address, but do not use this form to tell us about a change of address. We need more details about this type of change in your circumstances. You should use form COA1 to tell us about a move to private rented or housing association accommodation, and form COA2 to tell us about a move to a Council tenancy or to property that you own. You can download a copy of these forms from the internet at Leeds.gov.uk/benefits

Please print off this form and complete it by hand. You can then post it to us or hand it in at any of our One Stop Centres. The addresses of these can be found by using the "Contact Leeds One Stop Centres" link at www.Leeds.gov.uk/benefits

Please make sure you have read the information at the beginning of this document before you start filling the form in. Please use black ink to complete the form.

Your full name:

Your full address:

Your claim number

Please tell us what has changed and when

The date of the change:

Tell us about the change here. Please remember, we need proof of the change such as your rent book, new tenancy agreement, new pay slips etc.

Signature: _____

Date: _____