

HOUSING BENEFIT AND/OR COUNCIL TAX BENEFIT CHANGES IN CIRCUMSTANCES

Your entitlement to Housing Benefit and/or Council Tax Benefit has been assessed based on the information you have given us.

If your circumstances change, you must tell us as it may affect the amount of benefit we can pay you. You should notify us within one calendar month of the change. Telling us quickly will mean any increase in your benefit can be paid from the date of change.

Telling us about changes as soon as they happen will reduce the possibility of an overpayment of benefit and you having to pay money back.

Listed below are examples of changes that **must** be reported to the Benefits Section:

Any increase (or decrease) in your earnings or your partner's earnings, for example, pay rise, change of jobs	If you or your partner stop/start getting Income Support, Jobseeker's Allowance or Employment & Support Allowance (income related)
Changes in income of any non-dependants, including if they stop/start receiving Income Support, Jobseeker's Allowance or Employment & Support Allowance (income related), or stop/start work	Any increase (or decrease) in any other income, for example, pensions, Tax Credits, Incapacity Benefit/Employment & Support Allowance, maintenance payments
Your partner moves in or out	If the number of people living in your household alters, for example, you take in a lodger, or an adult relative comes to live with you, or leaves.
If any of your children leave school or you stop receiving Child Benefit for them	If you, your partner or any member of your household are away from home for more than 6 weeks
If you move house	If the amount of rent you pay changes

Please complete the details overleaf and return to:

The Benefits Section, Resources Department
Waverley Borough Council
The Burys, Godalming
Surrey GU7 1HR

Our Godalming offices are open 8.45am to 5.15am Monday to Thursday, 8.45am to 4.45pm Friday and 9am to 12 noon Saturday

Or hand it in at one of the Locality Offices:

Cranleigh Locality Office, Leisure Centre, Village Way, Cranleigh
Open 9am to 5pm Mon to Thurs (closed 12.30pm to 1.30pm except Thurs), 9am to 12.15pm Friday, 9am to 12 noon Saturday

Farnham Locality Office, South Street, Farnham
Open 9am to 12.15pm Mon, 9am to 5pm Tues to Thurs, 9am to 4.30pm Fri, 9am to 12 noon Saturday

Haslemere Locality Office, Lion Green, Haslemere
Open 9am to 5pm Mon to Thurs (closed 12.30pm to 1.30pm), 9am to 12.15pm Fri, 9am to 12 noon Saturday

