

Change of Circumstances for Benefits

Supporting proof

When reporting a change of circumstance you must supply full proof of what the change is, when it happened and any supporting documentary evidence. If you or your partner have moved or started work, you will probably need to complete a new application form as well. Please contact us for advice.

Benefit reference number:	
----------------------------------	--

Your full name:	
------------------------	--

Name of your partner:	
------------------------------	--

Address:	
-----------------	--

Telephone:		Mobile:	
-------------------	--	----------------	--

Please provide details of the change of circumstances:

Date change took place:	
--------------------------------	--

--

Please use the back of this page if you need more space.

I declare that all the information I have given is correct and complete.

I understand that if I give false information I may face prosecution.

I understand that I must let the council know about any changes in my circumstances that might affect my claim.

Claimant signature:		Date:	
----------------------------	--	--------------	--

Partner signature:		Date:	
---------------------------	--	--------------	--

Please return this form to the Revenues & Benefits department of your local Wiltshire Council office:

North	South	East	West
Wiltshire Council Monkton Park Chippenham Wiltshire SN15 1ER	Wiltshire Council 27-29 Milford Street Salisbury Wiltshire SP1 2AP	Wiltshire Council Browfort Bath Road Devizes Wiltshire SN10 2AT	Wiltshire Council Bradley Road Trowbridge Wiltshire BA14 0RD
Tel: 01249 706122	Tel: 01722 434483	Tel: 01380 734736	Tel: 01225 770341

Guidance notes

The following are examples of the sort of changes of circumstances you need to tell us about:

- you or your partner start or stop receiving Income Support (IS), Job Seekers Allowance (JSA) or Employment and Support Allowance (ESA)
- you start working, change your job, or your hours or income changes
- someone joins or leaves your household (including the addition of a new baby)
- the amount of any benefits you get changes (eg. tax credits increase)
- you start to receive any additional benefits
- you move house
- your rent changes
- you or your partner are going to be away from home for more than a month
- if you or anyone living with you becomes a student, goes on a youth training scheme, goes into hospital or a nursing home, goes into prison, or gets, changes or leaves a job
- you receive any decision from the Home Office

Supporting proof

When reporting a change of circumstance you must supply full proof of what the change is, when it happened and any supporting documentary evidence. If you or your partner have moved or started work, you will probably need to complete a new application form as well. Please contact us for advice.