

## Change in Circumstances Form

If you receive Housing Benefit and Council Tax Benefit, it is a criminal offence to deliberately not report changes in your circumstances.

You must tell us straight away about any changes in your life that might affect your Housing Benefit and Council Tax Benefit. This includes starting a job, earning extra money or moving in with your partner. Other changes could include:

- Your pay or working hours change (or your partner's pay or working hours change);
- A child leaves school, education or training;
- A non-dependant's circumstances change;
- Your savings go up or down (if they are more than £6,000);
- You start to receive child maintenance, or the maintenance paid changes;
- You start or stop claiming another benefit, or the amount received changes;
- You move home, even for a short time.

This list is not meant to include all the changes you should tell us about. If you are not sure whether to report a change, please tell us anyway.

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

### How to report changes in your circumstances

**Use this form:** Please print this form off and complete it by hand. You can then post the form to us or hand it in at any of the council's Customer Service Centres or local neighbourhood housing offices. The addresses of these offices are on the last page of this form.

**Phone us:** **01302 735336**

**Write to us:** Your letter should give full details of the change including what date the change happened.

**In person:** Our counter on the ground floor of Colonnades House is open Monday to Friday from 8.30am to 5pm. If you prefer, you can call into any of the council's Customer Service Centres or local neighbourhood housing offices. The addresses of these offices are on the last page of this form.

## Change in Circumstances Form

Your full name: \_\_\_\_\_

Your full address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please tell us what has changed, and when:

The date of the change: \_\_\_\_\_

Tell us about the change here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For most changes, we will need to see proof of the change, for example, recent wage slips if your pay has increased. If you are not sure what proof to send, please get in touch with us.

### Declaration:

I declare that the information I have given on this form is true and complete.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

### What happens next

When we receive this form, we will use the information you have given to look at your Housing Benefit and Council Tax Benefit again. If we need any more proof or information, we will contact you. We will write and let you know whether your benefit changes. Please remember to let us know about any future changes in your circumstances.



## Local Customer Service Centres and Neighbourhood offices

You can hand this form in at any of the following neighbourhood Customer Service Centres or Area Housing offices:

**Adwick Town Hall**  
Windmill Balk Lane  
Adwick-le-Street  
Opening times:  
Monday, Tuesday, Thursday, Friday 8.30am to 5pm  
Wednesday 8.30am to 4pm

**Bentley Area Office**  
Cooke Street  
Opening times:  
Monday, Tuesday, Thursday, Friday 8.30am to 4pm  
Wednesday 8.30am to 3pm

**Conisbrough Area Office**  
The Prioory  
High Street  
Opening times:  
Monday, Tuesday, Thursday, Friday 8.30am to 5pm  
Wednesday 8.30am to 4pm

**Mexborough Library and Customer Service Centre**  
John Street  
Opening times:  
Monday, Tuesday, Thursday 9am to 7pm  
Wednesday 9am to 1pm, Friday 9am to 6pm  
Saturday 9am to 4pm

**Mexborough Area Office**  
1 Main Street  
Opening times:  
Monday, Tuesday, Thursday, Friday 8.30am to 5pm  
Wednesday 8.30am to 4pm

**Rossington Area Office**  
McConnell Crescent  
Opening times:  
Monday, Tuesday, Thursday, Friday 8.45am to 5pm  
Wednesday 8.45am to 4pm

**Sandbeck House**  
St James Street  
Doncaster  
Opening times:  
Monday, Tuesday, Thursday, Friday 8.30am to 5pm  
Wednesday 8.30am to 4pm

**Stainforth Area Office**  
Emmerson Avenue  
Opening times:  
Monday, Tuesday, Thursday, Friday 8.45am to 4pm  
Wednesday 8.45am to 3pm

**Thorne Library and Customer Service Centre**  
The Vermuyden Centre  
Fieldside  
Opening times:  
Monday to Friday 8.30am to 6pm  
Saturday 9am to 4pm

**Thorne Hall Area Office**  
Ellison Street  
Opening times:  
Monday, Tuesday, Thursday, Friday 8.45am to 4pm  
Wednesday 8.45am to 3pm