

Hackney Service Centre, 1 Hillman Street, London E8 1DY

Tel: 020 8356 3399 **Textphone:** 020 8356 3725 **Fax:** 020 8356 3655

Email: benefits@hackney.gov.uk www.hackney.gov.uk Counter Enquiries Monday to Friday 9am to 5pm

CHANGE IN CIRCUMSTANCES

Housing Benefit and Council Tax Benefit

Your name:

Housing Benefit reference number:

Council Tax Benefit reference number:

Your address and postcode:

Telephone number:

Date of change:

Details of change:

Signature:

Date:

For office use only

HB SUSPENDED Y/N

If English is not your first language and you need help filling in the form, we may be able to help you. Please contact us on 020 8356 3399.

Bengali

যদি ইংরেজী আপনার প্রথম ভাষা না হয়ে থাকে এবং আপনার যদি ফর্মটি পূরণ করতে সাহায্যের দরকার হয়, তাহলে আমরা আপনাকে সাহায্য করতে সমর্থ হতে পারি। অনুগ্রহ করে 020 8356 3399 নম্বরে আমাদের সঙ্গে যোগাযোগ করুন।

Somali

Haddii Englishku aanu ahayn luuqaddaada koowaad oo aad u baahantahay caawin buuxinta foomka, waxaanu awoodnaa in aan ku caawino. Fadlan nagala soo xariir halkan 020 8356 3399.

French

Si l'anglais n'est pas votre langue maternelle et que vous avez besoin d'aide pour remplir ce formulaire, nous pourrions peut-être vous aider. Veuillez nous contacter au 020 8356 3399.

Spanish

Si el inglés no es su primera lengua y si necesita asistencia para rellenar este formulario, es posible que le ayudemos. Sírvase llamarnos al 020 8356 3399.

Kurdish

Heke Îngîlîzî ne zimanê we yê yekemîn be û ji bo tijekirina formê ji we re alîkarî pêwîst be, dibe ku em bikanîbin alîkarîya we bikin. Ji kerema xwe bi vê hejmarê bi me re têkevin têtîkîlyê: 020 8356 3399.

Turkish

İngilizce ana diliniz değilse ve formu doldurmak için yardıma ihtiyacınız varsa, belki size yardım edebiliriz. Lütfen 020 8356 3399'dan bizimle ilişki kurun.

Polish

Jeśli angielski nie jest Twoim rodzimym językiem i potrzebujesz pomocy w wypełnieniu ankiety, możemy Ci w tym pomóc. Skontaktuj się z nami dzwoniąc pod numer telefonu 020 8356 3399.

Vietnamese

Nếu Tiếng Anh không phải là ngôn ngữ thứ nhất của bạn và bạn cần sự hỗ trợ cho việc điền vào đơn này, chúng tôi có thể giúp bạn. Hãy liên lạc với chúng tôi theo số 020 8356 3399.

Urdu

اگر آپ کی پہلی زبان انگریزی نہیں ہے اور آپ کو اس فارم کو پھرنے میں مدد کی ضرورت ہے تو ہو سکتا ہے ہم آپ کی مدد کر سکیں۔
برائے مہربانی ہم سے 020 8356 3399 پر رابطہ کریں۔

Chinese

如果英語不是您的第一語言，您需要幫助填寫表格，我們才能幫助您。請洽 020 8356 3399 聯繫我們。

Gujarati

જો અંગ્રેજી તમારી પ્રથમ ભાષા ન હોય અને ફોર્મ ભરવામાં તમને મદદ જોઈએ તો, અમે મદદ કરી શકીએ છીએ. કૃપા કરી અમને 020 8356 3399 પર સંપર્ક કરો.

Punjabi

ਜੇ ਅੰਗ੍ਰੇਜ਼ੀ ਤੁਹਾਡੀ ਮਾਂ-ਬੋਲੀ ਨਹੀਂ ਹੈ ਅਤੇ ਤੁਹਾਨੂੰ ਇਸ ਫਾਰਮ ਨੂੰ ਭਰਨ ਲਈ ਸਹਾਇਤਾ ਚਾਹੀਦੀ ਹੈ, ਤਾਂ ਅਸੀਂ ਤੁਹਾਡੀ ਮਦਦ ਕਰ ਸਕਦੇ ਹਾਂ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ 020 8356 3399 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

If you would like this document in any of the following formats, please fill in the form and send it to the address below.

In large print

In Braille

Name: _____

Address: _____

Phone number: _____

Return the form to:

Hackney Revenues and Benefits Service
Hackney Service Centre
1 Hillman Street
London E8 1DY.

Changes you must tell us about

Tell us straight away if:

- anyone moves into or out of your home, such as a partner, children, relatives or other adults
- you start work or anyone in your household starts work or change jobs
- increase or decrease in your working hours
- any income goes up or down (this includes your income, your partner's income, or the income of anyone else living with you)
- changes in your Tax Credit
- the savings or investments of anyone in the household go up or down
- you or anyone living with you becomes a student, or stops being a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison or gets, changes or leaves job
- you or your partner give birth or any of your children leave school
- your rent changes, unless you pay rent to us (this includes changes to the total amount of rent your landlord asks you to pay, any charges for things like services and fuel, water, cooking and any meals)
- you move house, change address, vacate premises
- you or your partner are going to be away from home for more than 13 weeks
- you receive any decision from the Home Office
- you or anyone in your home starts or stops getting benefits like Income Support, Income Based Job Seekers Allowance, Income Related Employment & Support Allowance or Guarantee Credit
- anything else happens that might affect your benefit entitlement

You must tell us about anything you think might affect your Housing Benefit and Council Tax Benefit.

Please write or phone us, but remember you must also provide the evidence of the change (date of change, payslips, written proof of change of address, benefit award letters and so on). We need to know within one month about any change that would increase your benefit. If you tell us later, we will only increase your benefit from the Monday after the date you told us.

We will always take into account changes that reduce your benefit from the date the change happened, not when you tell us about the change. If we pay you too much benefit because you do not tell us about the change on time, we will normally ask you to repay the money or we will take it from future benefit payments.

It is an offence not to tell us about any changes of circumstances that affects your benefit. We may take court action against you.

