

# Application for Housing Benefit and Council Tax Support Change of Income Form

## PRIVATE AND CONFIDENTIAL

This section is for our use. Please leave it blank.

Council Tax property reference

Council Tax account number

Benefit reference

Your name

Your address  
(inc postcode)

Telephone number

Email

### Please read this box carefully before you sign it:

The information I have given on this form is correct. I have left nothing out. I agree that the Council can check the information if they need to. I will tell the Benefits Section as soon as there is any change in my circumstances that could affect my Housing Benefit or my Council Tax Support.

Signature

Date

### Warning

If you give false information or if you do not tell us about any change in your circumstances, you could be prosecuted.

### Please read this box carefully before you sign it:

We need this information to work out your claim.

Please complete this form and send it back to us at the address below.

Answer all the questions on this form and tick ✓ the relevant boxes. Do not put a cross in any boxes.

If you answer a question with a cross we will have to send the form back, and this will delay the claim.

Thank you.

People who have more than £16,000 in capital are not eligible to receive benefit  
(although special rules apply to people over 60).  
Capital includes money, property, land or capital held outside the United Kingdom.

Please complete, print and return this form as soon as possible to:  
The Benefits Service, Council Offices, Wallfields, Pegs Lane, Hertford SG13 8EQ  
Alternatively click the send button below. This will open your email application and attach as a new message.



The personal information you supply on this form will be used for the processing of Housing Benefit and Council Tax Support and will be used in accordance with the Data Protection Act 1998. For more information go to [www.eastherts.gov.uk/dataprotection](http://www.eastherts.gov.uk/dataprotection) or contact the Council's Information Management team by email on [foi@eastherts.gov.uk](mailto:foi@eastherts.gov.uk) or by telephone on 01279 655261.



# About benefits, tax credits and state pensions

Are you or your partner getting any benefits or credits listed below, or are you waiting to hear about benefits or credits you have claimed?

No

Yes

Read the list of benefits and credits below and tell us about any that you or your partner are getting now or have claimed. Please put a line through any boxes that do not apply to you or your partner. We will need to see evidence of the benefit or credit, such as an award letter.

Tell us about the benefits below.

	You		Your partner	
	Yes	How much do you get? How often is it paid?	Yes	How much do you get? How often is it paid?
<b>Pensions</b>				
State retirement pension		£		£
Pension Credit (Savings Credit)		£		£
Widow's Allowance or Bereavement Allowance		£		£
Widowed Parent's Allowance or Widow's Pension		£		£
War Widow's or War Dependant's Pension		£		£
War Disablement Pension		£		£
Industrial Injury/Disablement Pension		£		£
Exceptionally Severe Disablement Allowance		£		£
<b>Benefits &amp; Allowances</b>				
Contribution-based Job Seeker's Allowance		£		£
Child Tax Credit		£		£
Working Tax Credit		£		£
Employment Training Allowance		£		£
Child Benefit		£		£
Incapacity Benefit		£		£
Employment and Support Allowance - contribution based		£		£
Attendance Allowance		£		£
Disability Living Allowance:				
Mobility Component		£		£
Care Component		£		£
Personal Independent Payment		£		£
Carer's Allowance		£		£
Severe Disability Allowance		£		£
Maternity Allowance		£		£
Fostering Allowance		£		£
Any other benefit, pension or money from the government		£		£
Are you repaying a Social Fund loan or an overpayment for any of these benefits?	No		Yes	
Have you or your partner deferred (put off) receiving a pension?	No		Yes	

# Income other than earnings

Do you or your partner have any money coming in (or expect to have some money coming in) that you have not already told us about on this form?

You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the Macfarlane Trust.

No

Yes

Answer the relevant questions on this page.

	You			Your partner		
	Yes	How much do you get?	Date of next increase	Yes	How much do you get?	Date of next increase
<b>Private Pension 1 paid by</b>						
		£			£	
<b>Private Pension 2 paid by</b>						
		£			£	
Pension Protection Fund Payments		£			£	
Youth Training Scheme payment or Training Credits		£			£	
Maintenance for you		£			£	
Maintenance for your child including CSA		£			£	
Student Grant Loan		£			£	
Payments from Boarders		£			£	
Weekly amount from letting or sub-letting part of a property		£			£	
Payments from a charity		£			£	
Any other income e.g. Redundancy or Loan Protection Payments (please give name in box provided)		£			£	

# About working for an employer

	You		Your partner			
Do you or your partner work for an employer?	No	Yes Answer the questions on this page.	No	Yes Answer the questions on this page.		
Do you work for more than one employer?	No	Yes Answer the questions on this page.	No	Yes Answer the questions on this page.		
What kind of work do you do?						
What is your employer's name and address? (including postcode)						
When did you start this job?						
How much do you get paid before tax and National Insurance are taken off?	£		£			
How often do you get paid?	Every		Every			
How are you paid? For example, in cash, by cheque or straight into a bank or building society account.						
How many hours a week do you usually work?						
Give details of any regular overtime, bonuses, commission or tips.						
Are you getting Sick Pay, Maternity Pay, Paternity Pay or Adoption Pay from your employer at the moment?	No	Yes	No	Yes		
When did it start?						
Do you pay into a private or company pension scheme?	No	Yes	How much?	No	Yes	How much?
	£			£		
	Every			Every		
Tell us about all the employers in the box below including all the information asked for above.						

We must see 5 weekly, 3 fortnightly or 2 monthly consecutive pay slips before we can decide how much benefit you can get.

If you have started a new job and do not have any payslips, please send your contract of employment or letter of appointment.

## About being self-employed

	You		Your partner	
<b>Are you or your partner self employed?</b>	No	Yes Answer the questions on this page.	No	Yes Answer the questions on this page.
<b>You must send us your trading accounts for the last financial year. If you have only recently set up the business and do not have a full year's accounts, we will need to see some other evidence of income. We will write to you about this.</b>				
<b>What kind of work do you do?</b>				
<b>When did the business start?</b>				
<b>What is the business address?</b> (including postcode)				
<b>Are you a director of the business?</b>	No	Yes	No	Yes
<b>Are there any other partners in the business?</b>	No	Yes	No	Yes
<b>Other business partners address?</b> (including postcode)				
<b>How many hours a week do you work?</b>				
<b>Did you get a Business Start-up Allowance?</b>	No	Yes	No	Yes
	£		£	
	Every		Every	

## About any other work

	You		Your partner	
<b>Do you or your partner do any other work?</b> This could be voluntary work, therapeutic work or any other work	No	Yes Answer the questions on this page.	No	Yes Answer the questions on this page.
<b>What kind of work do you do?</b>				
<b>What is the name and address of the person you do the work for?</b> (including postcode)				
<b>When did the business start?</b>				
<b>How many hours a week do you usually work?</b>				
<b>Do you get paid for this work?</b>	No	Yes	No	Yes
	£		£	
	Every		Every	

# About child care

Do you pay a registered childminder, nursery or after-school club any childminding cost?

No

Yes

If yes, please provide details for each child.

## First child

Name

Date of birth

Name & registration number of childcare provider

How much do you pay each week?

£

## Second child

Name

Date of birth

Name & registration number of childcare provider

How much do you pay each week?

£

## Third child

Name

Date of birth

Name & registration number of childcare provider

How much do you pay each week?

£

# About bank accounts, savings, investments and property

	You		Your partner	
	No	Yes	No	Yes
<p><b>Do you, or your partner, have any bank accounts, savings, property or investments in the UK or abroad?</b></p> <p>This includes cash, current accounts and savings accounts with a bank or building society, post office accounts, premium bonds, National Savings Certificates, stocks, shares, and property.</p>		Answer the questions on this page.		Answer the questions on this page.

Answer all the questions in this part.  
We must see evidence of all the capital, savings and investments.  
We will need statements or pass books covering the last 2 months at least.

Please answer these questions for yourself and your partner. Please include empty and overdrawn accounts, whether in one name or joint names held with someone else.

		Account number/name/other details	Your balance/value	Partner's balance/value
<p><b>Do you have bank, building society or post office accounts?</b> (including current accounts). If yes, please give details.</p>	No		£	£
	Yes		£	£
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£

		Name of stock, share or unit trust	Number held
<p><b>Do you have any stocks, shares, unit trusts?</b> If yes, list the names of investments and number of shares held.</p>	No		
	Yes		

<p><b>Do you have National Savings Certificates?</b> If yes, list the issue, purchase date and number of units.</p>	No
	Yes

<p><b>Do you have other investments, redundancy payments, premium bonds, TESSAS, ISAs, SAYE, cash etc?</b> If yes, please give details. (Please also use this space if you need to tell us more about any of the above savings.)</p>	No
	Yes

<p><b>Have you or your partner received any backdated benefit or deferred payments, such as State pension, which you have added to your savings?</b></p> <p>If yes, please give details.</p>	No
	Yes

<p><b>Do you or your partner own or partly own any property or land except the home you live in, either in the UK or abroad?</b> Tick 'Yes', even if you have a mortgage or loan for the property or land. This includes jointly owned properties. Please tell us the address.</p>	No
	Yes

How much is it worth £

If you have a mortgage or loan for this, how much is left to repay? £

Have you or your partner received compensation payment relating to the second world war? No Yes

## If you need help

If you need help filling in this form, or any information on claiming, please phone:

Benefits Section: EHC **01279 655261**  
SBC **01438 242440**

If you cannot get to us, phone us and we can arrange for our Visiting Officer to come to you.

- We will provide signers, lipspeakers and deaf blind interpreters by appointment

## Independent Advice is available from your local Citizens Advice Bureaux

### Bishop's Stortford

Methodist Church  
34B South Street  
Bishop's Stortford  
CM23 3AZ

### Buntingford

Manor House  
High Street  
Buntingford  
SG9 9AB

### Hertford

Sele Community Hub  
18 Fleming Crescent  
Hertford  
SG14 2DJ

### Stevenage

Sixth Floor  
Daneshill House  
Danestrete  
Stevenage  
SG1 1BY

### Hertfordshire telephone advice line

**03444 111 444**  
**10am-4pm Monday - Friday**  
**[www.ehcas.org.uk](http://www.ehcas.org.uk)**

## For benefit enquiries at our office

If you would like a translation of this document in another language, large print, Braille, audio, or electronic, please contact us:

**For East Herts Council** 01279 655261

Our opening hours are as follows:

Tuesdays - Wallfields, Hertford, 10am-2pm.

Wednesdays - Bishop's Stortford Library, 10am-1.30pm.

Thursdays - Wallfields, Hertford, 10am-2pm.

Fridays - Bishop's Stortford Library, 10am-1.30pm.

Council Offices, Wallfields, Tues 8:30am - 4pm

Pegs Lane, Hertford SG13 8EQ Weds 8:30am - 12:30pm

**For Stevenage Borough Council** 01438 242440

Customer Services Centre,  
Daneshill House, Stevenage,  
Herts SG1 1HN

Mon - Fri 9am - 5pm

Email: [benefits@hertspartnership-ala.gov.uk](mailto:benefits@hertspartnership-ala.gov.uk)

[www.eastherts.gov.uk](http://www.eastherts.gov.uk) [www.stevenage.gov.uk](http://www.stevenage.gov.uk)

We will provide signers, lipspeakers and deaf blind interpreters by appointment.

(We need to see original documents. If you visit our office we will verify and copy your documents for you)

## Your Responsibilities

You must write to our Benefits Section and tell them about any changes in your circumstances and in the circumstances of anyone living with you. (This includes such things as changes in income or savings, people moving in or out, people getting married or divorced and so on).

You must tell us at the time of the change. If you don't, or if any of the information you give us is false, your benefit will be stopped and you may have to pay it back in full.

You must also tell our Benefits Section if any details on the letters we send you are wrong.

**We will treat the information you give us on this form confidentially. We will use it to work out your Housing Benefit. We will put this information on a computer system registered under the Data Protection Act 1984. We may check it with other information held about you.**