



Report a change in your circumstances

Please fill in this form to **inform us of changes to your circumstances** and send it to:

Benefit Services
PO Box 302
Witney
OX28 1WP

Date:

Claim reference number:

Details of applicant	
Full name	
Address and postcode	
Contact telephone number	
Date of change	
Details of the change - (please continue on a separate sheet of paper if necessary)	

Declaration (Please read the declaration carefully before you sign it.)

I confirm that the information I have given on this form is true and complete and I give the Council permission to check any information regarding my benefit claim with other sources allowed by law. I declare all my other circumstances remain the same and I understand it is an offence to deliberately make a false statement or fail to report a change in my circumstances in order to claim Housing and/or Council Tax Support.

I know that if I deliberately give false information I will be prosecuted.

Your signature..... Date.....

Your partner's..... Date.....

The Council are the Data Controllers for the purposes of the Data Protection Legislation

We will only use your personal information in accordance with the Legislation and for the purposes of the Revenues & Benefits .We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.