



Date:
Council tax bill number:

Report a change in your circumstances

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

Local Taxation Service, PO Box 303, Witney, OX28 1WP

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 accept it is **my** responsibility to let the Local Taxation Service at West Oxfordshire District Council know within 21 days, of **all** changes that may affect the Council Tax, even if a further discount or exemption is applicable.

The information given on this form is correct, to the best of my knowledge. Providing false information may lead to prosecution under the Fraud Act 2006.

Your signature..... 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.