

Housing Benefit (HB)
Council Tax Benefit (CTB)

Benefits Assessment Unit
PO Box 660
Halifax
HX1 1ZT
0845-245-8000
benefits.unit@calderdale.gov.uk

Reporting a change in circumstance

Please use this form to notify us of all changes in your circumstances, unless you are moving address and wish to claim Housing Benefit for your new address. For this, please obtain a Change of Address form from us.

HB/CTB ref. number:	
Full name:	
Address:	
Contact phone number:	

What is your change in circumstances?	
What date did / does the change happen?	Please '✓' one box: Re-assess my HB/CTB: <input type="checkbox"/> Cancel my HB/CTB: <input type="checkbox"/>

Please note:

If the change is to do with income, savings or rent we need to see original documents. If a person joins your household we need to see proof of their income (plus savings and identity, if your partner). Please contact us if you are unsure. Do not send valuables through the post.

If you do not provide all evidence with this form and there is a potential overpayment of HB/CTB, then your ongoing award will be suspended until the information is provided. This will help prevent any further overpayment of HB/CTB.

	Print name	Signature	Date
Client or representative			
State relationship to the client if a representative			

**If you would like this information in another format or language,
please contact 0845-245-8000.**