



HARBOROUGH DISTRICT COUNCIL

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Starting Work (Extended Payments) Change of Circumstances

Claim No:		Customers Name:	
Customers Address:			
Telephone Number - Home:		Mobile No:	Email :
Who has submitted the change? Full name: _____ Relationship to claimant: _____ Address if different from above: _____			
Is the job or increased hours expected to last for more than 5 weeks? YES / NO			
Who has started work?	Name:	How are they related to the customer	
Date started work:			
Name and address of employer:			
Occupation:			
Number of hours worked:			
Wage Details:			
Any other income changes to declare ? Please give full details and provide proof:			
Other than income have all other household details remained the same? YES / NO If No give details:			

Evidence check list :

Earnings – either 2 monthly/5 weekly or 3 Fortnightly payslips

State Retirement Pension

Occupational Pension

Guaranteed Pension Credit

Savings Credit

Attendance Allowance

Income Support

Job Seekers Allowance

Employment Support Allowance

Other Income

Capital under £6000 – list of all bank account numbers and their balances

Capital over £6000 – bank statements or pass books covering the last two months transactions

Child tax credit

Working tax credit

Child Benefit

Disability Living Allowance

Other – please list :

ALL EVIDENCE MUST BE ORIGINAL DOCUMENTS – PHOTOCOPIES WILL NOT BE ACCEPTABLE

We ask you to endeavour to provide any information requested within 7 days to ensure that your claim is dealt with as quickly as possible and any delay in providing information may result in your claim being held up. Additional information may be required.

REMEMBER TO TELL US ABOUT YOUR FUTURE CHANGE IN CIRCUMSTANCES

If you don't tell us within one month of the change and the change means you get more benefit, we can only do the change from the Monday after you tell us. So you could lose benefit if you don't tell us in time.

NOT TELLING US ABOUT A CHANGE

could result in a Fraud investigation and possible prosecution