

Changes in your Circumstances -Supporting Evidence Required

You must provide documentary proof of the changes you have told us about immediately. The information you need to provide will depend on what has changed. Please read the information below to identify what further information we require to process your change in circumstance:

If you are reporting a change in earnings and are paid weekly you must send us your most recent 5 wage slips; if you are paid fortnightly you must send us your most recent 3 wage slips; if you are paid monthly you must send us your most recent 2 wage slips. All wage slips must be consecutive.

If you are reporting a change in self-employed earnings then you must send us your latest set of self-employed accounts. If your accounts are not available then please provide your most recent books, receipts, invoices and expenses for a minimum of 3 months.

If you are reporting a change in any other income, you will need to provide evidence of the income that you or your partner receives, such as pension slips from a former employer, benefit award letters, student grant or loan award letters, proof of maintenance payments. If the change is to the amount of Employment & Support Allowance, Job Seekers Allowance, Income Support or Universal Credit you do not need to provide us with proof unless requested to do so.

If you are reporting a change in capital, and you and your partner have less than £6,000 total capital, we do not need you to provide proof, but you must have listed all your capital and told us the value of each. If you have more than £6,000 we will need to see proof such as statements covering the last 2 months for all accounts held. For all other investments and capital, provide certificates or other documentation.

If you are reporting a change in money you pay out, and you pay for child care, send us details showing the childminder's name, address, registration number, cost, name of children and periods of care. If you make a parental contribution to a student, please provide proof of the amount you have to pay if the care is provided in term time only.

If you are reporting a change in income of other people who live with you then we need to see proof of their income unless they are in receipt of either Employment & Support Allowance, Job Seekers Allowance, Income Support or Universal Credit. Please refer to the Proof of earnings and the Proof of other income sections above to see what types of proof you need to send us.

If you are reporting a partner moving in we need to see proof of their National Insurance number, such as National Insurance number card, payslip from their current employer, letter from the DWP or HMRC, P45, P60. In addition, we need to see proof of their identity, such as birth certificate, marriage certificate, passport, medical card, driving licence, UK residence permit, EEC identity card. You must also provide proof of all their income and capital – see Income and Capital sections above.

If you are reporting a change in rent, or a change of address, then we need to see a current tenancy agreement showing the full name and address of your landlord, tenancy start date, the amount of rent charged and a breakdown of any services included in the rent.

If you have reported more than one change you will need to provide the evidence detailed above for each of your changes in circumstance.

Documents can be scanned (as JPEG or TIFF files only) and attached to the form or emailed to: **benefits.housing@nottinghamcity.gov.uk**. If emailing you must state your Housing Benefit Claim Number or National Insurance Number in the email subject or in the main body of the email.

For further information go to: **www.nottinghamcity.gov.uk/changeincircumstances** or call **(0115) 718 4444**