

Change of address form

Housing Benefit Education benefits Council Tax Benefit

Use this form if you already get any of the above benefits from us (the Benefits Service) and either:

- you have now changed address to a Manchester City Council tenancy, even if it is managed for the council by Northwards, Grove Village or Renaissance; or
- you have now changed address within Manchester and you are an owner-occupier in your new home.

1 Your details (and your partner's if they live with you)

For office use

Your title (Mr, Mrs, Miss, Ms) and full name: _____
 _____ Date of birth: _____
 Your National Insurance number: _____
 Your Benefits number: _____
 Partner's full name: _____
 Partner's date of birth: _____
 Partner's National Insurance number: _____

2 Your old address

Old address: _____
 (Give your flat number if you have one.)

 Postcode: _____
 Daytime phone number: _____

3 Your new address

New address: _____
 (Give your flat number if you have one.)

 Postcode: _____
 Daytime phone number: _____
 Mobile phone number: _____

4 About your move

1 Have you moved out of your old address yet?

No

Yes - What date did you move out?

____ / ____ / ____

- If you were a tenant, what date did your tenancy end?

____ / ____ / ____

2 Have you moved in to your new address yet?

No - You must write to tell us the date you do move in.

Yes - What date did you move in?

____ / ____ / ____

5 Your new home

Are you: an owner-occupier?
 renting from the council or renting a council home managed by Northwards, Grove Village or Renaissance?
 renting from someone else? Please **don't** use this form – use our **green** change of address form for private tenants instead.

6 Other changes

You must tell us about **any** other changes, whether these are a result of your move or not.

- 1** Is there any change to the people living with you? **Yes** **No**
For example, someone may have moved in or moved out.
- 2** Is there any change to your income or the income of anyone who lives with you? **Yes** **No**
For example, changes in earnings, benefits, tax credits, pensions, maintenance.
- 3** Is there any change to your savings and investments, or your partner's? **Yes** **No**
- 4** If you have children, have they changed school? **Yes** **No**
- 5** Have there been **any** other changes which might affect your benefit? **Yes** **No**

If you have answered **Yes** to any of these questions, please give us the details below, **including the date the change happened**. You must also send evidence of changes to income, savings and investments. Please send **original** documents, not photocopies, as evidence. Please give the new school's name and address if a child has changed school and say which child.

If you need more space, please use a separate sheet – put your name and address on it.

7 Your declaration

Please read this declaration carefully before you sign and date it. You must sign it if you can, even if someone else has filled in the form for you. If you have a partner, they should sign this declaration as well.

I understand the following.

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both, and for education benefits if appropriate. You may make any enquiries needed to check the information I have given, including checking with other sources within the council, the Pension Service, Jobcentre Plus, HM Revenue and Customs and other councils.
- You may use any information I have provided in connection with this and any other claim for social security benefits or tax credits that I have made or may make. You may give some information to other government organisations, if the law allows this. You may use my details within the council for the electoral roll, licensing private rented properties, collecting debts owed to the council, checking school attendance and to prevent and detect fraud and other crime.

I know I must let the Benefits Service know straightaway about any changes in my circumstances which might affect my claim, including a change of address.

I declare the information I have given on this form is correct and complete.

Signature (you) (your partner)

Date / / Please ask your partner to sign the form.

If you have filled in this form **for the person who is claiming**, please fill in your details below.

Name: _____ Signature: _____

Relationship to the person claiming, for example, Housing Officer, son or friend: _____ Date: _____

Please send this form with your evidence to: **The Revenues & Benefits Unit, PO Box 3, Manchester, M15 5BA**. Our phone number is 0161 219 6100. Email: benefit.enquiries@manchester.gov.uk