

## Fast-track your Housing or Council Tax Benefit change in circumstances in three easy steps...

## **One...**

Report the change in circumstance to us within one week of the change happening.

## Two...

Tell us how and when your circumstances changed and if reporting the change by phone or online, provide proof of the change within two working days.

## Three...

That's it! So long as you have provided everything we need we guarantee to re-assess the claim within two days of receiving notification of the change in circumstances.

To report a change in circumstances call our Customer Services Team on

01543 464292

www.cannockchasedc.gov.uk