Change of status or custodial sentence

HCTB7 0708

Local authority address

Prison address stamp

Part A

Surname or family name Mr/Mrs/Miss/Ms/other

Other names

Any other names you have used

Address benefit claimed for

Postcode

National Insurance (NI) number if you know it — Letters Numbers Letter

Date of birth / /

Is anybody else living at the address you are claiming for? **No** ☐ **Yes** ☐ What is their name and relationship to you?

Have you sublet the property? **No** ☐ **Yes** ☐

Part B – to be filled in by the claimant

I can confirm the following as at the date of this document:

Reception date	/ /	Conviction date	/ /
Sentence date	/ /	Sentenced to	imprisonment
Earliest date I expect to be released	/ /	Home Detention Curfew date (if applicable)	/ /

I confirm that I do not get any income while in prison and I intend to return to my home address. I will inform you if there are any further changes to my circumstances.

Claimant's signature **Date** / /

Part C

For office use only

This inmate has/has not signed a disclaimer allowing the release to you of any information you may require from me to administer their Housing Benefit or Council Tax Benefit claim. I can confirm the sentencing and custody details noted above are correct.

Signature **Date** / /

Name **Title**

Phone number Code Number

Prison number

When contacting us please quote prison number on ALL correspondence and enquiries.