



## Section 3: Change in Circumstances - you now live alone

| Name of person(s) aged 18 or over | Date of leaving* | Full forwarding address* | Relationship to liable person | Please tick if joint tenant/owner |
|-----------------------------------|------------------|--------------------------|-------------------------------|-----------------------------------|
|                                   |                  |                          |                               |                                   |
|                                   |                  |                          |                               |                                   |
|                                   |                  |                          |                               |                                   |

\*If your claim for discount is because someone previously living in your property has now passed away, please tick this box:

Your change in circumstances may mean that we have to create a new Council Tax account. If you currently pay by Direct Debit and would like this to continue, please tick this box:

### Declaration

I declare that the information given is correct to the best of my knowledge.

|            |                      |       |                      |
|------------|----------------------|-------|----------------------|
| Signed:    | <input type="text"/> | Date: | <input type="text"/> |
| Full name: | <input type="text"/> | Tel:  | <input type="text"/> |
| Email:     | <input type="text"/> |       |                      |

If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty.

If you are not sure if a change in circumstances affects your Council Tax, please ring the Council Tax Office on 01205 314200 to check.

**WARNING:** If you deliberately provide false information or fail to give prompt notification of a change of circumstances, you could be prosecuted or receive a financial penalty under Schedule 3 of the Local Government Finance Act 1992 or the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

## Privacy Information

Your Council Tax information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, Boston Borough Council. We require this information from you to allow us to fulfil our statutory duty for Council Tax collection, as defined in the Local Government Finance Act (1992), and our legal basis for processing your data is to fulfil this legal obligation. We may also share this information with departments within the council or other public bodies responsible for gathering statistical information, auditing or administering public funds, and with other suppliers we commission to support us with our duties. Please refer to our website [www.boston.gov.uk/privacy](http://www.boston.gov.uk/privacy) for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Officers), and an explanation of our plans to retain your information.

