

Tudalen gefn yr Hysbysiad

Beth dylwn i wneud nawr?

Eich cyfrifoldeb chi yw dweud wrthym os oes unrhyw beth yn anghywir.

- Os rydym wedi gwneud camgymeriad, byddwn yn ei gywiro ar unwaith.
- Os rydych yn anghytuno â'r symiau, rhaid i chi ddweud wrthym, yn ysgrifenedig, o fewn mis i ddyddiad y llythyr, yr hyn rydych yn anghytuno ag ef, pam rydych yn anghytuno a pha gamau yr hoffech i ni eu cymryd.

Os cysylltwch â ni ar ôl mis i ddweud wrthym fod **y symiau'n rhy uchel**, mae'r gyfraith yn caniatáu i ni gywiro'r hawliad dim ond ers i chi gysylltu â ni. Mae'n bosibl y gallwch golli budd-dal y mae gennych hawl iddo.

Os cysylltwch â ni ar ôl mis i ddweud wrthym fod **y symiau'n rhy isel**, byddwn yn cywiro'r hawliad yr holl ffordd yn ôl a cheir gordaliad. Disgwylir i chi dalu'r gordaliad yn ôl am i'r Hysbysiad am y Penderfyniad ar Fudd-daliad roi gwybod i chi am eich cyfrifoldeb i ddweud wrthym.

Important Information

Please read the notes below. If you have any queries you can telephone us on 01792 636363, email us at benefits@swansea.gov.uk or write to us at the address overleaf.

What do I need to do now?

You must check this letter carefully to make sure everything is correct. You must tell us if you think anything is wrong or missing, such as items of income or people in your home.

If you want to know more about this decision you can ask for an explanation or a written statement of reasons within one calendar month of the date of this letter.

If you think the decision is wrong you can ask us to look at it again and / or appeal. To do so you must write to us within one calendar month of the date of this letter stating which decision(s) you disagree with and why you disagree. You must sign this letter yourself. An information leaflet explaining how to dispute or appeal a decision is available on request.

How and when will my Housing Benefit be paid?

Council tenants: your benefit will be paid to your rent account.

Private tenants: your benefit will be paid into your bank account or by crossed cheque at two or four weekly intervals. If we have agreed to pay your landlord directly this will be paid every 4 weeks.

What if my circumstances change?

You must tell us straight away about any changes that might affect your Housing Benefit, in writing, to the Benefits Section, City and County of Swansea, Civic Centre, Oystermouth Road, Swansea, SA1 3SN or by email to benefits@swansea.gov.uk.

The following are examples of changes of circumstances that everyone must report promptly to the benefit section:

- You and / or your partner are in receipt of, become entitled to, or have a change in Universal Credit (UC)
- You change your address (this includes moving room within a shared house)
- The number of people living with you (including any joint tenants and any people that live with them) changes
- You, your partner or someone else in your household starts or finishes work or has a change in their income or savings
- Any of your children leave school
- Any changes to your tax credits
- You leave your address at all (e.g. you go on holiday or into hospital)
- You and / or your partner go into prison
- If you are not a council tenant and the rent you have to pay changes
- You decide to stay permanently in residential care or a nursing home
- Your landlord or the owner of the property you rent becomes responsible for any of your children
- You become a student

If you do **not** receive Pension Credit you must also tell us

- About any change to your or your partner's income and / or savings which include investments, property and land.
- If you and / or your partner stop receiving Income Support, Job Seeker's Allowance, Employment and Support Allowance or UC – you must **not** rely on the Department for Work and Pensions or the Job Centre to tell us

If you are receiving Savings Pension Credit you must tell us

- If your savings go over £16,000 (this includes stocks, shares, bonds and the value of any land or property, other than the home, that you live in)

Please note that the above list is not exhaustive. If any circumstances not listed above change please contact the Benefits Section.

It is a criminal offence:

- To knowingly fail to tell us promptly, in writing, about any changes in your circumstances that might affect the amount of Housing Benefit you are paid
- To make a false statement to obtain Housing Benefit.

Help us stop fraud

We want to make sure that people who are entitled to Housing Benefit get the help they need and that those who abuse the systems are stopped from doing so. If you think someone is wrongly claiming any benefit or a Council Tax Reduction let us know by telephoning 0800 854 440 or by reporting it on-line at www.gov.uk/report-benefit-fraud. All reports are dealt with in confidence.

For information about how we use your personal data, please visit www.swansea.gov.uk/RevsandBenspersonalinfo

Beth os bydd fy amgylchiadau'n newid?

Os bydd eich amgylchiadau'n newid ar unrhyw adeg, rhaid i chi ddweud wrthym ar unwaith.

Os cysylltwch â ni ar ôl mis i ddweud wrthym am newid yn eich amgylchiadau a fydd yn golygu y byddwch yn **derbyn mwy o fudd-dal**, mae'r gyfraith yn caniatáu i ni gywiro'r hawliad dim ond ers i chi gysylltu â ni. Mae'n bosibl y gallwch golli budd-dal y mae gennych hawl iddo.

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