

If you call or write to us,  
please use this reference:  
UCMN2019V1

**[www.gov.uk/universal-credit](http://www.gov.uk/universal-credit)**

Telephone: TBC  
Textphone: TBC

25 July 2019

## You need to move to Universal Credit

Move before \_\_\_\_\_, or your benefits will stop

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Dear \_\_\_\_\_

The following benefits and Tax Credits are ending soon:

- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Income Support
- Housing Benefit
- Working Tax Credit
- Child Tax Credit

As you receive \_\_\_\_\_, your current benefits will end on \_\_\_\_\_.

**To protect your current level of benefit entitlement, you need to make a claim to Universal Credit before \_\_\_\_\_.**

If you claim Universal Credit after this date, your current benefit entitlement will not be protected.

Go to **[www.gov.uk/how-to-claim-universal-credit](http://www.gov.uk/how-to-claim-universal-credit)** and follow the instructions to make a Universal Credit claim.

### **If you need help**

If you need help making a Universal Credit claim by \_\_\_\_\_:

- speak to your usual work coach
- call us on TBC

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## **After you make a Universal Credit claim**

If you make a Universal Credit claim on or before , we'll tell you when:

- your Universal Credit claim will start
- your current benefits will stop – this will be the day before you made your Universal Credit claim

## **If you live with a partner**

Your partner will also get this letter. You'll both need to make a joint claim for Universal Credit before .

To find out how, speak to your work coach or go to [\*\*www.gov.uk/dwp/uc-couples\*\*](https://www.gov.uk/dwp/uc-couples)

## **If your circumstances change**

Any changes to your circumstances before you claim Universal Credit could affect the amount of money you'll get paid.

To make sure you get paid the right amount of Universal Credit, you must tell your work coach if any of your circumstances change before you make a Universal Credit claim.

Yours sincerely,

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## **Equality and Diversity**

We are committed to treating people fairly, regardless of their disability, ethnicity, gender, sexual orientation, transgender status, marital or civil partnership status, age, religion or beliefs. Please contact us if you have any concerns.

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## **Call charges**

Calls to 0345 numbers cost no more than a standard geographic call, and count towards any free or inclusive minutes in your landline or mobile phone contract.