

PLEASE GIVE DETAILS OF YOUR INCOME INCLUDING YOUR PARTNER'S, IF APPLICABLE:

All benefits should be entered in full. Any deductions (e.g. social fund loans) should be listed as expenses. Specify the frequency of payments e.g. weekly, monthly etc.

| ITEM | AMOUNT (£) | FREQUENCY | OFFICE USE |
|---|------------|-----------|------------|
| Your Net earnings (after income tax and national insurance) | | | |
| Your Partner's Net earnings (after income tax and national insurance) | | | |
| Jobseeker's Allowance | | | |
| Income Support | | | |
| Retirement pension - self | | | |
| Retirement pension - partner | | | |
| Pension Credit | | | |
| Private pension | | | |
| Widowed Mothers allowance | | | |
| Disability Living Allowance/PIP | | | |
| Invalid Care Allowance | | | |
| Incapacity Benefit/Employment & Support Allowance | | | |
| Child benefit | | | |
| Working Tax Credit | | | |
| Child Tax Credit | | | |
| Maternity Benefit | | | |
| Statutory sick pay | | | |
| Maintenance received | | | |
| Home Income Plan | | | |
| Student grant(s) | | | |
| Charitable/voluntary payment | | | |
| Other (please specify) | | | |

Please state the total value of all your savings and investments e.g. bank, building society, etc.:

Total value: £ _____

OFFICE USE ONLY
Total Income (weekly)

£

PLEASE GIVE DETAILS BELOW OF ALL YOUR EXPENSES:

This is your opportunity to give full details of where you spend the money you receive. It is important that you think about this carefully and are as accurate as possible. Where you do not have actual figures please give your best estimate e.g. if you have not yet had a gas bill. Specify amount and frequency of payments e.g. weekly, monthly etc.

| ITEM | AMOUNT £ | FREQUENCY | OFFICE USE |
|---|----------|-----------|------------|
| HOUSEHOLD | | | |
| Rent (after benefit) | | | |
| Council tax (after benefit) | | | |
| House insurance | | | |
| Contents insurance | | | |
| Water rates | | | |
| Electricity | | | |
| Gas | | | |
| Solid fuel heating | | | |
| Telephone - landline | | | |
| Telephone - mobile | | | |
| Food | | | |
| Household items e.g. washing powder, cleaners | | | |
| Clothing | | | |
| Other personal expenses – please specify: | | | |
| TRANSPORT | | | |
| Bus fares | | | |
| Petrol | | | |
| Motor vehicle tax | | | |
| Motor vehicle insurance | | | |
| FINANCIAL MATTERS | | | |
| Hire purchase | | | |
| Bank loan | | | |
| Overdraft | | | |
| Credit card repayments (minimum amount due) | | | |
| Maintenance payment order | | | |
| County court order | | | |
| Other fines | | | |
| Social Fund loan repayment | | | |
| Life insurance | | | |
| Catalogue payments | | | |

| ITEM | AMOUNT £ | FREQUENCY | OFFICE USE |
|---|----------|-----------|------------|
| ENTERTAINMENT | | | |
| Television/video rental | | | |
| Cable/satellite television | | | |
| Television licence | | | |
| Cinema/theatre etc. | | | |
| OTHERS NOT INCLUDED ABOVE | | | |
| Please specify: | | | |
| OFFICE USE ONLY Total Expenditure (weekly) | | £ | |

ARREARS

If you are behind with any of the above payments and there is an amount included in the figures above, please give further details. You should only include debts you are actually repaying:

| ITEM | BALANCE (£) | PAYMENT (£) | FREQUENCY | LAST PAYMENT |
|------|-------------|-------------|-----------|--------------|
| | | | | |
| | | | | |
| | | | | |

If you have other debts where you have not yet arranged payment, please give full details below:

| ITEM | TOTAL DUE (£) |
|------|---------------|
| | |
| | |
| | |
| | |

Using the space below, tell us the hardship you will suffer if you have to repay the overpayment in question. Also, please give details of any exceptional circumstances you consider currently exist.

Please sign and date the declaration.

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

Signed: _____ Date: _____

Please return to:
The HB Recovery Team, Broxtowe Borough Council, Council Offices,
Foster Avenue, Beeston, Nottingham, NG9 1AB.

If the information is not provided, the Council will be unable to arrange for you to pay by instalments.

Privacy Notice

We will only use the data supplied in accordance with the General Data Protection Regulations (GDPR). For information on how we process and store your personal data see our privacy notice at

<https://www.broxtowe.gov.uk/about-the-council/communications-web-social-media/legal-privacy/>