

# Request for a reduction of an overpayment recovery rate

**Somerset West  
and Taunton**

## Revenues and Benefits Service

Somerset West and Taunton  
Council  
PO Box 866,  
Taunton, TA1 9GS  
Telephone 0300 304 8000

### How to fill in this form

Please fill in the form using **black ink**. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

When you have filled in the form, make sure you **read and sign the declaration** and return it to: Revenues and Benefits Service, Somerset West and Taunton Council, PO Box 866, TA1 9GS.

If you or the person filling in this form on your behalf is finding it difficult to fill in, telephone the Corporate Debt Recovery Team on **0300 304 8000**

	You	Your partner
<b>Full name</b>	<input type="text"/>	<input type="text"/>
<b>N.I. number</b>	<input type="text"/>	<input type="text"/>
<b>Contact telephone number</b>	<input type="text"/>	<input type="text"/>
<b>Employers name</b>	<input type="text"/>	<input type="text"/>
<b>Employers address</b>	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
<b>Your payroll / employee number</b>	<input type="text"/>	<input type="text"/>
<b>Your 'take home' pay</b>	£ <input type="text"/>	£ <input type="text"/>
<b>How often do you get paid?</b> (weekly, 4-weekly or monthly)	every <input type="text"/>	every <input type="text"/>
<b>Are you or your partner getting or waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, income-based Employment and Support Allowance or Pensioner Guarantee Credit?</b>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

If you would like this form translated into other languages or in Braille, large print, audiotape or CD, please contact us.

Please provide a breakdown of your income and expenditure. We use the same 'income and expense budget sheet' as Taunton and District Citizens Advice Bureau (CAB).



The CAB offers advice on debt problems. If you would like them to help you please tick ✓ this box and we will provide them with a copy of the information in the **Income and Expense Budget Sheet only**. They will then contact you to arrange an appointment with a debt advisor.

### INCOME AND EXPENSE BUDGET SHEET

Name		Is this a joint budget? YES / NO
Partner's name		

How many children living with you?		
under 14 years		over 14 years
How many Non-dependent adults living with you?		

What is your employment status? Please circle						
Full time	Part-time	Self-employed	Unemployed	Student	Sickness/disability	Other

How many vehicles do you own?	
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### INCOME

w = week    2wks = 2 weeks    4wks = 4 weeks    m = month    q = quarter    y = year

	INCOME		Notes
1	Your salary / wages (take home)	£ every	
2	Partner's salary or wages (take home)	£ every	
3	Other earnings	£ every	
4	Other earnings	£ every	
5	Maintenance/child support	£ every	
6	Boarders or Lodgers	£ every	
7	Non-dependent contributions	£ every	
8	Student loans & grants	£ every	
9	Other	£ every	
	<i>Monthly total income</i>	£ every	
10	Jobseekers Allowance (income based )	£ every	
11	Jobseekers Allowance (Contribution based)	£ every	
12	Income Support	£ every	
13	Working Tax Credit	£ every	
14	Child Tax Credit	£ every	
15	Child Benefit	£ every	
16	Employment & Support Allowance/SSP	£ every	
17	Disability Living allowance – AA	£ every	
18	Carers allowance	£ every	
19	Housing Benefit / LHA	£ every	
19a	Council Tax Support	£ every	
20	Other (maternity allow /SMP etc )	£ every	
21	Other	£ every	
	<i>Monthly Total Benefits</i>		
PENSIONS			
22	State pensions	£ every	
23	Private or work pension(s)	£ every	
24	Pension credit	£ every	
25	Other	£ every	
	<i>Monthly total Pensions</i>		

**ASSETS OR EQUITY**

26	Total value of property(ies)		29	Value of vehicle(s) (less HP)	
27	Mortgage outstanding		30	Savings	
28	Secured loan(s) outstanding		31	Other assets	
	<i>Total equity</i>			<i>Total other assets</i>	
				<b>Total Assets and Equity</b>	

**EXPENDITURE**

	<b>ESSENTIAL EXPENDITURE</b>			Notes
32	Rent	£	every	
33	Ground rent and service charges	£	every	
34	Mortgage	£	every	
35	Other secured loans	£	every	
36	Mortgage Endowment /mortgage PPI	£	every	
37	Building & contents Insurance	£	every	
38	Pension & life insurance	£	every	
39	Council Tax	£	every	
40	Gas	£	every	
41	Electricity	£	every	
42	Water	£	every	
43	Other Utilities (coal, oil, calor gas)	£	every	
44	TV Licence	£	every	
45	Magistrates Sheriffs Court Fines	£	every	
46	Maintenance or child support	£	every	
47	Hire Purchase /conditional sale	£	every	
48	Child care costs	£	every	
49	Adult care costs	£	every	
50	Other	£	every	
51	Other	£	every	
52	Other	£	every	
	<i>Monthly total essential expenditure</i>			
	<b>PHONE</b>			
53	Home phone	£	every	
54	Mobile phone	£	every	
55	Other phone	£	every	
	<i>Monthly total Phone</i>			
	<b>TRAVEL</b>			
56	Public transport (work, school shopping)	£	every	
57	Other (e.g. taxis)	£	every	
58	Car insurance	£	every	
59	Vehicle tax	£	every	
60	Fuel (petrol, diesel, oil, etc)	£	every	
61	MOT and car maintenance	£	every	
62	Breakdown or recovery	£	every	
63	Parking charges or tolls	£	every	
64	Other car costs	£	every	
	<i>Monthly total travel</i>			

<b>HOUSEKEEPING</b>			
65	Food and milk	£	every
66	Cleaning and Toiletries	£	every
67	Newspapers and Magazines	£	every
68	Cigarettes, tobacco & sweets	£	every
69	Alcohol	£	every
70	Laundry and dry cleaning	£	every
71	Clothing and footwear	£	every
72	Nappies and baby items	£	every
73	Pet Food	£	every
74	Other housekeeping	£	every
<i>Monthly Total Housekeeping</i>			
<b>OTHER EXPENDITURE</b>			
75	Health (dentist, glasses, prescriptions)	£	every
76	Repairs (incl. window cleaning, maintenance)	£	every
77	Hairdressing / haircuts	£	every
78	Cable, satellite and Internet	£	every
79	TV, video and other appliance rental	£	every
80	School meals & meals at work	£	every
81	Pocket money and school trips	£	every
82	Lottery and pools etc.	£	every
83	Hobbies, leisure, sport (incl. pubs, gym )	£	every
84	Gifts (Christmas, birthdays, charity etc)	£	every
85	Vet Bills and insurance	£	every
86	Other (e.g. postage)	£	every
87	Other (e.g. Holidays )	£	every
<i>Monthly Total Other Expenditure</i>			
<b>Monthly Total Expenditure</b>			
<b>MONTHLY TOTAL AVAILABLE TO CREDITORS</b>			

### **PRIORITY ARREARS**

		<b>Arrears</b>	<b>Repayment</b>
88	Rent	£	£
89	Mortgage	£	£
90	Secured loans	£	£
91	Magistrates court fines	£	£
92	Council Tax	£	£
93	Maintenance or Child Support	£	£
94	Gas	£	£
95	Electricity	£	£
96	HP or Conditional sale	£	£
97	Other	£	£
98	Other	£	£

### **NON-PRIORITY DEBTS**

<b>Creditor</b>	<b>Balance</b>	<b>Monthly Payment</b>	<b>Creditor Address</b>	<b>Account Number</b>

**I confirm the contents of this form are true. I understand that if I give false or misleading information I could be subject to court action.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_