

Request for Information

Revenues and Benefits
PO Box 866
Taunton
TA1 9GS

Tel: 0300 304 8000
Monday-Friday 8am to 6pm

Please read these notes before you fill in the form

Please complete all the pages on this form using black ink. Return it to us so we can work out a reasonable repayment plan for your Council Tax.

If you make a false declaration, we could impose a penalty of £70.

	You	Your partner
Full name	<input type="text"/>	<input type="text"/>
N.I. number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Contact telephone number	<input type="text"/>	<input type="text"/>
Employers name	<input type="text"/>	<input type="text"/>
Employers address	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
Your payroll / employee number	<input type="text"/>	<input type="text"/>
Your 'take home' pay	£ <input type="text"/>	£ <input type="text"/>
How often do you get paid? (weekly, 4-weekly or monthly)	every <input type="text"/>	every <input type="text"/>

Are you or your partner getting or waiting to hear about a claim for Universal Credit, Income Support, income-based Jobseeker's Allowance, income-based Employment and Support Allowance or Pensioner Guarantee Credit?

No
Yes

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 **financial assessment form 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>	
				<i>Total Assets and Equity</i>	

EXPENDITURE

	ESSENTIAL EXPENDITURE			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>			
	PHONE			
53	Home phone	£	every	
54	Mobile phone	£	every	
55	Other phone	£	every	
	<i>Monthly total Phone</i>			
	TRAVEL			
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>			

HOUSEKEEPING			
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>			
OTHER EXPENDITURE			
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 (inc l. 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>			
Monthly Total Expenditure			
MONTHLY TOTAL AVAILABLE TO CREDITORS			

PRIORITY ARREARS

		Arrears	Repayment
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

Creditor	Balance	Monthly Payment	Creditor Address	Account Number

Your offer of repayment

Please use the space below to tell us what you are offering to repay your outstanding Council Tax balance.

Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. Read this declaration carefully before you sign and date it.

- **I declare** the information I have given on this form is correct and complete.
- **I understand** you could add a penalty of £70 to my Council Tax bill if I give wrong or incomplete information

Your signature

Date

/ /

Direct Debit

Paying by Direct Debit is the easiest way to pay your bill on time. You can choose to pay on the 1st, 8th, 15th, 20th or 23rd of each month. You are protected by the Direct Debit guarantee.



Complete and return the form below to pay by direct debit.

Once we get your instruction, we will write to tell you the amounts we will take from your bank or building society account.

**Somerset West
and Taunton**

Instruction to your bank or building society to pay by Direct Debit



Please fill in the whole form using a ball point pen and send to:
Somerset West and Taunton Council, PO Box 866, Taunton, TA1 9GS

Name and full postal address of your bank or building society

To: The Manager	Bank / building society
Address	
Postcode	

Service user number

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Reference

FOR OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society

Instruction to your bank or building society

Please pay Somerset West and Taunton Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Somerset West and Taunton Council and, if so, details will be passed electronically to my bank/building society.

Name(s) of account holder(s)

Bank/building society account number

--	--	--	--	--	--	--	--

Branch sort code

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Payment frequency – please tick

10 months (Apr – Jan) 12 months (Apr – Mar)

Payment date – please tick

1st 8th 15th 20th 23rd