Complete this form and return it with your last 3 months bank statements to support your evidence to revenuesmail@tameside.gov.uk or by post using **Exchequer Services PO Box 304, Ashton under Lyne OL6 0GA.**

**Income and Expenditure form**

|  |  |  |
| --- | --- | --- |
| **First Name** |  | **Are you currently in paid employment?** |
|  | **Yes/No** |
| **Second Name** | **If yes, please state the name of your employer** |
|  |  |
| **National Insurance Number** |
|  |
| **Telephone Number** | **Your payroll number** |
|  |  |
| **Email Address** | **Number of children under the age of 18 living with you** |
|  |  |
| **Address for which Council Tax is outstanding**  | **Names of all other persons who were named on the Council Tax bill with you (if any)** |
|  |  |
| **Please give the name and address of the employer for each of the other persons who were named on the bill with you** |
|  |
| **Current Address (if different)** |
|  |

|  |
| --- |
| **Your Income/money received**  |
|  | **Amount** | **Frequency** |
| **Income from employment or self-employment (after tax and insurance)** |  |  |
| **Capital/savings held**  |  |  |
| **Job Seekers Allowance (Contribution based)** |  |  |
| **Income Support or Job Seekers Allowance (Income based) Employment Support Allowance (Income related)** |  |  |
| **Universal Credit**  |  |  |
| **Incapacity Benefit or Employment Support Allowance (Contribution)** |  |  |
| **Retirement pension** |  |  |
| **Pension credits** |  |  |
| **Occupational pension**  |  |  |
| **Maintenance received** |  |  |
| **Child Benefit** |  |  |
| **Working Tax Credit** |  |  |
| **Money from other adults living with you** |  |  |
| **Other money you receive on a regular basis**  |  |  |
| **Total** |  |  |

|  |
| --- |
| **Other resident adults income**  |
|  | **Amount** | **Frequency** |
| **Income from employment or self-employment (after tax and insurance)** |  |  |
| **Capital/savings held**  |  |  |
| **Job Seekers Allowance (Contribution based)** |  |  |
| **Income Support or Job Seekers Allowance (Income based) Employment Support Allowance (Income related)** |  |  |
| **Universal Credit**  |  |  |
| **Incapacity Benefit or Employment Support Allowance (Contribution)** |  |  |
| **Retirement pension** |  |  |
| **Pension credits** |  |  |
| **Occupational pension**  |  |  |
| **Maintenance received** |  |  |
| **Child Benefit** |  |  |
| **Working Tax Credit** |  |  |
| **Money from other adults living with you** |  |  |
| **Other money you receive on a regular basis**  |  |  |
| **Total** |  |  |

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| **Household Expenditure**  |
|  | **Amount** | **Frequency** |
| **Rent, mortgage or secured loan payments** |  |  |
| **Building or contents insurance** |  |  |
| **Life assurance** |  |  |
| **Council Tax** |  |  |
| **Gas** |  |  |
| **Electricity** |  |  |
| **Water** |  |  |
| **Food/Housekeeping** |  |  |
| **Meals at School/work** |  |  |
| **Child / partner maintenance** |  |  |
| **Childminding** |  |  |
| **Telephone / Mobile** |  |  |
| **TV Licence** |  |  |
| **Internet** |  |  |
| **Nursery / child minding costs** |  |  |
| **Car costs**  |  |  |
| **Clothing**  |  |  |
| **Travel to work / Fuel Costs** |  |  |
| **Satellite/ Cable TV** |  |  |
| **Toiletries** |  |  |
| **Medical & Prescriptions** |  |  |
| **Hairdressing** |  |  |
| **Dentists and Opticians** |  |  |
| **Sports/Hobbies/entertainment**  |  |  |
| **School activities** |  |  |
| **Any other expenditure (give details below)** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |
|  |  |  |

|  |
| --- |
| **Debts/Creditors**  |
|  | **Amount** | **Frequency** |
| **Council Tax arrears** |  |  |
| **Unsecured Loans** |  |  |
| **Credit Cards** |  |  |
| **Overdrafts** |  |  |
| **Store Cards** |  |  |
| **Payday Loans** |  |  |
| **Catalogue Repayments** |  |  |
| **Loans** |  |  |
| **Contracts** |  |  |
| **Rent Arrears** |  |  |
| **Electricity Arrears** |  |  |
| **Gas Arrears** |  |  |
| **Water Arrears** |  |  |
| **Rental Arrears** |  |  |
| **Total** |  |  |

|  |
| --- |
| **Your Payment Offer** |
| **Please state how much you can afford to pay?**  | **Would you like to pay by Direct Debit?**  |
|  | Avoid the hassle of remembering when to make payment and sign up for Direct Debit using the following link. [Payer (tameside.gov.uk)](https://ecitizen.tameside.gov.uk/publicaccesslive/selfservice/services/directdebit.htm?_flowId=services%2Fdirectdebit&_flowExecutionKey=e1s1)It’s the quickest, safest and easiest way to pay and it helps keeps our costs down to spend on vital services. Choose from one of 3 payment dates, 1st,15th or 23rd. |
| **Payment Frequency (delete as appropriate)** |
| Monthly/ Weekly/ Fortnightly/ 4 weekly |
| **Debt Advice** |
| **Citizens Advice –** Tel – 0808 278 7805Mon – Fri 9.00-5.00pm**Welfare Rights –** Tel – 0161 342 3484 Mon – Fri 9-4pm**Christians Against Poverty –** Tel – 0800 328 0006Mon – Fri 9-5pm**Money Advice Service –** [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)  |
| **Other Payment Methods**  |
| You can pay your Council Tax by using a number of methods and details can be found on the following link. [Payments (tameside.gov.uk)](https://www.tameside.gov.uk/payments) |
| **Have you applied for Council Tax Support?** |
| You may be eligible for help towards you Council Tax through the Council’s Council Tax Support Scheme. Further information and application details can be found using the following link.[Council Tax Support scheme (tameside.gov.uk)](https://www.tameside.gov.uk/counciltax/supportscheme) |

Exchequer Services may share your information with Welfare Rights if it is considered that you may benefit from further support. Please delete as appropriate below.

**I give permission for my data to be shared with Welfare Rights: ­­­­­­­­­­­­­Yes/No**

Please submit this form along with your last 3 months bank statements to support your evidence to revenuesmail@tameside.gov.uk or by post using **Exchequer Services PO Box 304, Ashton under Lyne OL6 0GA.**

|  |  |
| --- | --- |
| **Signed** |  |
| **Date**  |  |