**Please complete and return to:** [benefitsrecovery@hillingdon.gov.uk](mailto:benefitsrecovery@hillingdon.gov.uk) orCorporate Collections, Civic Centre, Uxbridge, UB8 1UW

**Please note:**

As everybody has different income and expenditure, the ones listed are those which are found to be the most common. Should you have any which are additional (income and/or outgoings) to these, please provide details in the space provided.

Breakdown of Income and Expenditure

Name: Benefit Claim No:

Address:

Your email address:

Date: Home Telephone No:

Mobile Telephone No:

Name of employer:.........................................................................................................

Address of employer:.....................................................................................................

……………………………………………………………………………..

Employers telephone number:.......................................................................................

Head Office Address:.....................................................................................................

…………………………………………………………………………..

…………………………………………………………………………..

Works no / pay reference:..............................................................................................

|  |  |  |  |
| --- | --- | --- | --- |
| **Income - weekly ( ) monthly ( )** |  | **Expenditure - weekly ( ) monthly ( )** |  |
| Earnings (inc self employed) |  | Rent, including any arrears paid |  |
| Partners Earnings |  | Mortgage, including any arrears paid |  |
| Benefit received from DWP |  | Water Charges |  |
| State Retirement Pension |  | Council Tax including arrears paid |  |
| Partner’s State Retirement Pension |  | Gas |  |
| Private Pension |  | Electricity |  |
| Partner's Private Pension |  | House Insurance |  |
| Income from Adults in the property |  | Life Insurance |  |
| Maintenance / Child Support |  | Telephone / Internet |  |
| Child Benefit |  | TV Licence |  |
| Tax Credits |  | Appliance Rentals / Service Contracts |  |
| Any other income (provide details) |  | Child Support paid by you |  |
|  |  | Fines / CCJs etc |  |
| **Capital/Savings** |  | Private Pension Contributions |  |
| Account Name: |  | Vehicle Finance / Running Costs |  |
| Balance: |  | Fuel |  |
| Interest received |  | Fares / Travel |  |
|  |  | Food, Toiletries, Cleaning etc |  |
| Account Name: |  | School Meals/Meals at work |  |
| Balance: |  | Clothing & footwear |  |
| Interest received |  | Credit/Store Cards 1 |  |
|  |  | Credit/Store Card 2 |  |
| Account Name: |  | Loan 1 |  |
| Balance: |  | Loan 2 |  |
| Interest received |  |  |  |
|  |  |  |  |
| TOTAL |  | Total Income Used |  |
|  |  | Total Expenses Used |  |
|  |  | Excess Income available |  |

Please provide details of what you feel to be a *realistic* *proposal* for repayment. Although this may not be what is agreed, it will be taken into consideration when looking at your case.

* **Amount: £…………………**
* **Frequency of payment e.g. monthly / weekly**
* **Date you can make your first repayment by ..….……………………………..**

**I confirm, to the best of my knowledge the information I have provided is true and correct.**

**Signed: ………………………………………….. Date: …………………………………...**