

**Financial Statement Form (BDC)**

**HBOPFS**

Name .....

Address.....

Contact telephone number.....

Number of people in my household.....

<b>Income £</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Annual</b>
Wages/salary – Name and address of employer ..... .....			
Wages/salary (partner)			
IS/JSA/ESA			
Child Benefit			
Child Tax Credit / Working Tax Credit			
DLA/PIP/AA/Carers			
Money from other people including maintenance payments			
Other State Benefits i.e.pensions			
Any other monies received			
<b>Total income £</b>			

<b>Outgoings £</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Annual</b>
Mortgage/Rent (after benefit)			
Second mortgage/secured loan (after benefit)			
Ground rent/service charges (after benefit)			
Buildings/contents insurance			
Life insurance/endowment			
Council tax			
Gas			
Electricity			
Water			
Food/housekeeping			
Car costs - Petrol			
- Insurance			
- Tax			
- MOT / Repairs			
Travel costs			
Internet/landline			
Mobile			
TV licence			
TV packages Sky, Virgin BT			
Clothing			
Prescriptions/health costs			

Maintenance payments			
Cigarettes			
Other			
Total priority debts (see over)			
Total non-priority debts (see over)			
<b>Total outgoings £</b>			

Priority debts £ (Type of debt)	Money owed	Payments negotiated to pay off debts (weekly/monthly)
Rent arrears		
Mortgage/2 <sup>nd</sup> mortgage arrears		
Council tax arrears		
Gas arrears		
Electricity arrears		
Fines/Court orders		
Maintenance arrears		
Other		
<b>Total £</b>		

Non-priority debts £ (fill in name of creditor)	Money owed	Offer (weekly/monthly)
<b>Total £</b>		

Account Number or Invoice Number(s)	
Offer of payment £ (Amount,frequency,method)	

Please note you may be asked to provide proof of income/expenditure.

Signed	
Date	
Name/details/signature of person completing form other than customer	

## **Privacy Notice**

### **Why do we collect this information?**

We need the personal information you supply on this form so that we can determine a suitable payment plan in respect of your housing benefit overpayment. The legal basis for this processing is that we are legally obliged to collect overpaid housing benefit.

### **What information is collected?**

- Your name, address, phone number, signature
- Details of your financial circumstances

### **Who has access to the information?**

This information will be accessible to the staff working in the Revenues and Benefits teams at Bromsgrove District Council.

This information will not be shared with or sold to any other service or organisation unless we have a duty to do so under law.

### **Is the information sent outside the EEA?**

This information will not be transferred outside of the European Economic Area.

### **How long is the information kept?**

The information will be kept for seven years unless you have had a payment arrangement in place, in this instance we will keep your information for seven years from last date of payment.

### **Are any automated decisions made using this information?**

No decisions around this information are made by automated means.

### **Your rights**

Your statutory rights and other privacy information is available on the BDC website at:

<https://www.bromsgrove.gov.uk/council/corporate/your-access-to-information/privacy-notice.aspx>