|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name:  Address:  Account Ref: | | | | | |
|  |  |  |  |  | |
| **Step 1** | **Income** |  | **Step 3** | **Priority Debits** | |
|  |  |  |  | Balanced  Owed | Current Payment |
| Wages or Salary | £ |  | Mortgage arrears | £ | £ |
| Wages or Salary (partner) | £ |  | Arrears on second mortgage | £ | £ |
| Jobseeker's Allowance | £ |  | Rent Arrears | £ | £ |
| Income Support or Pension Credit | £ |  | Gas Arrears | £ | £ |
| Tax Credit | £ |  | Electricity Arrears | £ | £ |
| Retirement or Works Pension | £ |  | Magistrates' court fine arrears | £ | £ |
| Child Benefits | £ |  | Maintenance arrears | £ | £ |
| Incapacity Benefits | £ |  | Hire Purchase arrears | £ | £ |
| Maintenance | £ |  | Other \_\_\_\_\_\_\_\_\_\_\_\_\_ | £ | £ |
| Non dependants' contributions | £ |  | Other 2 \_\_\_\_\_\_\_\_\_\_\_\_ | £ | £ |
| Other 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | £ |  | 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | £ |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Income | £ |  | Total Priority Repayments |  | £ |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Step 2** | **Outgoings** |  | **Step 4** | **Credit Debts** | |
|  |  |  | Creditor | Balances Owed | Repayment |
| Mortgage |  |  | 1 |  |  |
| Mortgage endowment policy | £ |  | 2 |  |  |
| Second mortgage | £ |  | 3 |  |  |
| Rent | £ |  | 4 |  |  |
| Council Tax | £ |  | 5 |  |  |
| Water Rates | £ |  | 6 |  |  |
| Ground rent or service charge | £ |  | 7 |  |  |
| Building and contents insurance | £ |  | 8 |  |  |
| Life insurance and pension | £ |  | 9 |  |  |
| Gas | £ |  | 10 |  |  |
| Electricity | £ |  |  |  |  |
| Other fuel | £ |  |  |  |  |
| Housekeeping | £ |  | Total Repayments |  | £ |
| TV - Licence | £ |  |  |  |  |
| Rental | £ |  |  |  |  |
| Cable/Sky | £ |  | **Employment Details** |  | |
| Car - Tax | £ |  | **Self** | **Partner** | |
| Insurance | £ |  |  |  | |
| Petrol | £ |  |  |  | |
| Magistrates' court fines | £ |  |  |  | |
| Maintenance payments | £ |  |  |  | |
| Hire-purchase vehicle | £ |  | No. of Children: |  | |
| Travel expenses | £ |  |  |  |  |
| School meals and meals at work | £ |  | Based on the Information you have provided here, what is your offer of payment? | | |
| Clothing | £ |  |
| Phone and mobile phone | £ |  |
| Prescriptions and health costs | £ |  |
| Childminding | £ |  | This is an accurate record of my financial position | | |
| Other 1  Other 12 | £ |  | This is an accurate record of my financial position | | |
| Other 2 | £ |  | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  |  |
| Total Outgoings | £ |  |
|  |  |  |  | | |