



0845 129 48 60

High Peak Borough Council

www.highpeak.gov.uk

DETAILS OF INCOME AND OUTGOINGS

FOR THE ATTENTION OF THE RECOVERY SECTION

DIRECT LINE : 0845 129 48 60

REF NO. DEBT AMOUNT DATE

Full details of all your income and outgoing will help us assess your ability to repay the above arrears. Please complete all the boxes. If a section does not apply write NONE or N/A.

WHO LIVES IN THE PROPERTY?

ADULTS Your full name: Number of other adults in the property: Are they working? Yes No Or in receipt of benefit? Yes No Number of children: Ages of children: If any children are 16+ are they still at school? Yes No

INCOME FROM EMPLOYMENT

NAME: NAME & ADDRESS (IN FULL) OF EMPLOYER POST CODE: WORKS NUMBER / PAYROLL NUMBER: INFORMATION AS TO EARNINGS (enclose recent payslips) A. Gross Earnings (before and deductions) B. Tax & National Insurance: Attachment of Earnings: Net Pay

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Table with 3 columns: OTHER INCOME, AMOUNT RECEIVED, PERIOD - WEEKLY, FORTNIGHTLY, MONTHLY, EVERY 4 WEEKS, QUARTERLY. Rows include Child Benefit, Working/Child Tax Credit, Maintenance Received, Income Support, Unemployment/Sickness/Incapacity Benefit, Retirement Pension / Works Pension, Board, Any other Income (Specify), Bank / Building Society Account: Balance in A/c, and TOTAL.

OUTGOINGS	AMOUNT PAID £	PERIOD – WEEKLY, MONTHLY, EVERY 4 WEEKS, QUARTERLY, HALF YEARLY	FOR OFFICE USE ONLY	ARREARS / TOTAL OUTSTANDING
Rent / Board				
Mortgage				
Council Tax				
Electric				
Gas				
Water				
Other Fuel				
Food				
Clothing				
School Meals & Fares				
Child Care				
Petrol / Fares				
Other Car Expenses				
Telephone				
T.V. Licence				
T.V. Rental				
Insurance Policies				
County Court Orders				
Maintenance Payments				
Loans				
Credit Cards				
Catalogues				
Miscellaneous				
Cigarettes / Alcohol				
Newspaper / Magazines				
Outings				
Pocket Money				
Any Other Expense (<i>Specify</i>)				
TOTAL				

SIGNED: **TODAY'S DATE:**

ARRANGEMENTS TO PAY OUTSTANDING COUNCIL TAX

I am / We are unable to pay the outstanding amount in full but wish to make an arrangement with you to pay the arrears as follows:-

(Please explain what amounts you are offering to pay and whether these payments will be at weekly / fortnightly or monthly intervals. Enclose the first payment with this letter or if you cannot do that, state what date the first payment will be made.)

If you are working for an employer, do you prefer to have the arrears deducted from your earnings? **YES** **No**

If you receive income Support / Income based Job Seekers Allowance do you prefer to have the Arrears deducted from your benefit? **YES** **NO**

Your arrangement must provide that the arrears are paid off in a reasonable time or the Council will not accept it and will take appropriate enforcement action. The payments must be made as arranged. If you are unable to make a payment for any reason you must get in touch with the Revenues Office. Failure to keep to the terms of your arrangement may result in further action being taken without further notice. If your circumstances change, please contact us immediately to discuss a revised arrangement.

We may also share the information with other organisations that handle public funds, or in connection with Council Tax or Council Rent accounts.

DATA PROTECTION ACT 1998

The information you have given on this form will be held on a computer system registered under the Data Protection Act. We must protect public funds and so may use the information you provide to prevent and detect fraud. We may also share the information with other sections that provide Council services.