



Income and Expenditure Form

Council Tax account number	79 _____	Property reference	
Your address		Home telephone number	

	About you	About your partner
Name		
Mobile telephone number		
Email address		
National Insurance Number		
Employer's name and address or type of benefit claimed		
Payroll number if working		
Take home wage if working	£ _____ per week/month*	£ _____ per week/month*

Other household income	
£ per week/month*	
Working Tax Credit	
Child Tax Credit	
Child Benefit	
Job Seekers Allowance	
Income Support	
Incapacity Benefit	
Employment Support Allowance	
Statutory Sick Pay	
Maintenance	
Retirement pension	
Other pensions	
Disability Living Allowance	
Personal Independence Payment	
Contributions from: a. Non dependants b. Lodgers c. Others	
Other income, please give details	

Household expenditure	
£ per week/month*	
Mortgage or rent	
Council Tax	
Water	
Gas	
Electricity	
Insurance	
Telephone	
Loans	
Housekeeping	
Clothing	
Car costs	
Court fines	
TV licence	
Maintenance	
Child care costs	
Travel costs	
Other expenses, please give details	

If you can't pay in full we may accept a payment plan. If you have not agreed payment with us, you can use the space below to make an offer of payment. We will write to you to tell you if your offer is acceptable.

Payment arrangement

I can pay £____:____ on ____ / ____ / ____, followed by weekly / fortnightly / monthly payments of £_____ starting from ____ / ____ / ____.

Any other information you think we may need to know

Signed

Print name

Date

Council Tax Reduction

We can use the information you have provided above to see if you qualify for Council Tax Reduction. If you would like to make a claim for Council Tax Reduction we also need you to complete the following questions and read and sign the declaration.

Household

Please list all people who live with you	Full Name	Date of Birth	Relationship to you

Backdate

Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier.

Do you wish to backdate your claim?	Yes	No
What date do you want to claim benefit from?		
If there has been any change in your circumstances between that date and now, what has changed?		
Why did you not claim earlier?		

Declaration

You will use the information I have provided to process my claim for Council Tax Reduction. I declare that the information provided and the details I have given on this form are correct and complete.

You may check some of the information with other sources as allowed by the law. You will only share this information in accordance with the law.

I know I must let the council know about any change in my circumstances which might affect my claim.

I understand that it is an offence, and that I may incur a £70 penalty, if I do not tell you within 21 days about any changes of circumstance which I believe may affect my Council Tax Reduction.

I declare that the information provided and the details I have given on this form are correct and complete.

Signed _____ **Print name** _____ **Date** _____