

Income and Expenditure Notes.

It may be necessary for you to bring your completed form and all relevant proof with you to the Council Offices. Do not send original documents through the post.

Please ensure that all fields on the application are completed. If they do not apply to you please say so and enter 'none'.

When listing both your own and your partners wages, make sure that you have wage slips available to show us.

You may also be asked to provide proof of any state benefits that are paid to you.

It is important to give us your employment details, i.e.: full address and any employee reference you may have. We may apply to have deductions from your wages made. If we do this the percentages we take will be as follows:

**For example, if your take home pay is as below the percentage of deduction will be as follows
Under £55.00 the % will be 0% per week**

Under £135.00 the % will be 3%

Under £165.00 the % will be 5%

Under £260.00 the % will be 12%

Under £370.00 the % will be 17%

If you are paid monthly or daily we can work out for you what your deduction would likely to be.

If you are receiving Income Support or Job Seekers allowance we may take deductions direct from your benefit. In order for us to do this we will need your National Insurance number.

It is very important that the information supplied by you is correct. If we agree to a 'special payment arrangement' with you and payments are not made as agreed, your arrangement will be closed and recovery action will continue against you. We may not be able to agree an arrangement in which case recovery action will go ahead.