

IMPORTANT

What to bring with you

Please check the following list and bring all documents listed that are relevant to your situation. If in doubt, bring it anyway, it may save you a further visit.

- 1 Pay slips (last three) and / or details of any other income
- 2 Benefit details and most recent award letters
- 3 State or company pension details
- 4 Mortgage details
- 5 Rent statement / card / book
- 6 Details of ground rent, and/or service charges, if applicable.
- 7 Council Tax bill
- 8 Water supply bill
- 9 Water sewerage bill
- 10 Gas bill
- 11 Electricity bill
- 12 Telephone bill
- 13 Mobile Phone bill
- 14 Broadband bill
- 15 Satellite / Cable TV bill
- 16 TV rental payment book
- 17 TV licence payment details
- 18 Details of any secured loans
- 19 Hire purchase agreements
- 20 Any Court papers you have
- 21 Recent Bank statements
- 22 Credit card statements
- 23 Store card statements
- 24 If self employed, your latest tax & national insurance demands and last accounts.

Please bring anything else that you think is important. It is always better to bring more information than you need rather than not enough.

INCOME

Please add ONE of the following after EACH entry: W (Weekly), F (Fortnightly), M (Monthly), or A (Annually)

Client take home pay		Employment Support Allowance	
Partner take home pay		PIP / DLA / Attendance Allowance (Self)	
Any Other Wages		PIP / DLA (Children/Dependents)	
Maintenance / Child Support Agency		Carers Allowance	
Boarders or Lodgers		Housing Benefit	
Job Seekers Allowance (Income based)		Council Tax Benefit	
Job Seekers Allowance (Contribution based)		Any other Benefits / Grants	
Income Support		State Pension	
Working Tax Credit		Private or Work Pension	
Child Tax Credit		Pension Credit	
Child Benefit		Any other income	

EXPENDITURE

Please add ONE of the following after EACH entry: W (Weekly), F (Fortnightly), M (Monthly), or A (Annually)

Rent		Car Fuel	
Mortgage		MOT & Car Repairs	
Secured Loans		Car Breakdown / Recovery	
Council Tax		Parking Charges / Tolls	
Mortgage Endowment / Protection Insurance		Food & Milk	
Buildings & Contents Insurance		Cleaning & Toiletries	
Pension & Life Insurance		Newspaper & Magazines	
Council Tax		Cigarettes / Tobacco	
Gas		Alcohol	
Electricity		Clothing & Footwear	
Water (Supply)		Nappies & Baby Items	
Water (Waste)		Pet Food	
TV Licence		Dentist / Opticians / Prescriptions	
Magistrates / Sheriff Court Fines		Household Repairs & Maintenance	
Maintenance or Child Support		Hairdressing / Haircuts	
Hire Purchase / Conditional Sale		Satellite / Cable TV Subscriptions	
Childcare Costs		Washing Machine / TV / Fridge Rental	
Adult Care Costs		School Meals & Meals at Work	
Mobile Phone		Pocket Money & School Trips	
Home Telephone		Spending Money / Hobbies	
Mobile Telephone (s)		Lottery / Pools / Betting	
Bus & Train Fares		Gifts (Christmas / Birthdays)	
Taxi Fares		Vet Bills & Pet Insurance	
Car Insurance		Any Other Expenditure	
Road Tax		Any Other Expenditure	

PRIORITY ARREARS AMOUNTS

Rent or Mortgage		Gas	
Secured Loan/s		Electricity	
Council Tax		Water (Supply)	
Benefit(s) Overpayment(s)		Water (Waste)	

