



Hartlepool Borough Council

FINANCIAL INFORMATION FORM

Failure to fully complete all parts of this form could result in a delay in processing your application. You must also complete an Application Form.

Please give monthly amounts for all income and expenditure. To convert weekly amounts to monthly, you should multiply the weekly amount by 52 weeks and then divide by 12 months.

FULL NAME:

PROPERTY ADDRESS:

INCOME:

(MONTHLY INCOME)	You	Partner
Net earnings from employment/self employment		
Income Support / Jobseekers Allowance / Employment Support Allowance / Universal Credit		
Housing Benefit		
Child Benefit		
State Retirement Pension		
Works / Other Pension		
Disability Living Allowance/Personal Independence Payment		
Any other state benefit		
Child / Spouse Maintenance		
Payments from non-dependants / boarders / lodgers		
Any other income (please state source)		
a) Total Monthly Income		

CAPITAL / SAVINGS:

	You	Partner
Bank accounts (including any current accounts)		
Building Society/Post Office accounts		
Other e.g. ISA's, shares, premium bonds etc		
Total Amount of Capital		

When completing details below, please detail any payments that you make for any arrears you are paying off.

OUTGOINGS:

(MONTHLY)	You	Partner	Payment for Arrears
Rent/Mortgage			
Council Tax			
Electricity			
Gas			
Water Rates			
TV License			
Telephone (landline / mobile)			
Food			
Household products			
Clothing			
Car expenses e.g. fuel, tax, insurance, services			
Maintenance			
Fines			
Public transport			
Satellite/cable TV			
Broadband			
Lottery			
Tobacco			
Alcohol			

Other expenses (please give details in the boxes below and include the monthly spend) - this could be insurances or any other essential spend.

	You	Partner

If you are contracted to any type of service e.g. mobile phone, satellite provider etc., please give full details of the contract you are tied into. Have you contacted them to try to re-negotiate the terms of the contract?

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	You	Partner
b) Total monthly outgoing		
c) Monthly income LESS monthly outgoings		

DEBTS:

If you have outstanding debt, have you contacted the creditor directly or a debt advice service to discuss reducing your payments? YES/NO

If NO, please explain your reasons

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(If you haven't already, you may be asked to seek debt advice from an advice agency).

Name of creditor	Balance owing	Weekly repayment
1.		
2.		
3.		
4.		
5.		
Total weekly repayments		

If your expenses are particularly high, please state why e.g. high gas/electric costs due to health condition

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DEDUCTIONS:

If applicable, do you have any deductions made from your benefits? YES / NO

If YES, please give details

	You	Partner
Water		
Social Fund/Budget loan/Universal Credit Advance		
Gas		
Electricity		
Fines		
Benefit Overpayment		
Rent arrears		
Council Tax arrears		
Other (please specify)		

DECLARATION

Please sign and date the declaration below to confirm that the information given on this form is correct (if you have a partner, they should sign also).

Signed:

Applicant		Date	
Partner		Date	

If someone else has filled in this form on your behalf, please say why below and ask them to sign.

Reason:

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Name			
Signature		Date	

Hartlepool Borough Council reserves the right to cross-check the information provided on this form with other information held by the Council

Fraud

The Council is committed to the fight against fraud in all its forms. Any applicant who tries to fraudulently claim a S13A reduction might have committed an offence under the Fraud Act 2006.

If the Council suspects that fraud may have occurred, the matter will be investigated as appropriate and could lead to criminal proceedings.