

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 TEL \_\_\_\_\_

**People living in my household:**

Adults	Age
_____	_____
_____	_____

Children	Age
_____	_____
_____	_____

Employment Details:  
 \_\_\_\_\_

Other Agency involvement, eg social worker:  
 \_\_\_\_\_

STEP 2	Weekly/Monthly
MONEY GOING OUT	£
<b>DO NOT INCLUDE DEBT REPAYMENTS</b>	
Rent (after HB)	.....
Council Tax (after CTB)	.....
Water Charges	.....
Gas	.....
Electricity	.....
Telephone	.....
Housekeeping	.....
Travel expenses	.....
School meals	.....
Meals at work	.....
Clothing and shoes	.....
Laundry	.....
Disability Expenses	.....
Prescription/dental costs/glasses	.....
Childminding	.....
Children's expenses	.....
Pets	.....
Contents Insurance	.....
Life insurance/pension	.....
TV licence/rental	.....
Magistrates' Court Fines	.....
Maintenance payments	.....
Other (not debt) payments:	.....
.....	.....
.....	.....
.....	.....
<b>TOTAL OUTGOINGS</b>	

STEP 1	Weekly/ Monthly
MONEY COMING IN	£
Usual Take home pay	.....
Partners usual take home pay	.....
Working Tax Credit	.....
Child Tax Credit	.....
Child Benefit	.....
Jobseekers Allowance	.....
Income Support	.....
Guarantee Pension Credit	.....
Savings Pension Credit	.....
Retirement Pensions	.....
Works pensions	.....
Incapacity Benefit	.....
Employment & Support Allow	.....
Statutory Sick Pay	.....
Statutory Maternity Pay	.....
Other State Benefits:	.....
.....	.....
.....	.....
.....	.....
Maintenance	.....
Non-dependants contribution	.....
Other:.....	.....
Other:.....	.....
<b>TOTAL INCOME</b>	

STEP 3
MONEY LEFT OVER FOR DEBTS
<b>TOTAL INCOME</b> .....
<b>Take away</b>
<b>TOTAL OUTGOINGS</b> .....
<b>leaves</b>
<b>TOTAL MONEY FOR DEBTS</b>

<b>STEP 4 PRIORITY DEBTS</b>	<b>Amount Owed</b>	<b>Weekly/Monthly offer of repayment</b>
Rent		
Council Tax		
Community Charge		
Fuel Debts		
Gas		
Electricity		
Other		
Magistrates' Court Arrears		
Maintenance		
Income Tax		
VAT arrears		
TV License		
HP arrears		
Other .....		
Other.....		
<b>TOTAL OWED</b>		
<b>TOTAL PRIORITY DEBT REPAYMENT</b>		

<b>STEP 5 MONEY FOR NON-PRIORITY DEBTS</b>
<b>MONEY FOR DEBTS</b> Take away <b>TOTAL PRIORITY DEBTS RE-PAYMENT</b>
<b>TOTAL MONEY FOR NON-PRIORITY DEBTS</b>

<b>STEP 6 NON PRIORITY DEBTS</b>	<b>Amount Owed</b>	<b>Weekly/Monthly offer of repayment</b>
Creditors:		
1.		
2.		
3.		
4.		
5.		
6.		
<b>TOTAL OWED</b>		
<b>TOTAL NON-PRIORITY DEBT REPAYMENT</b>		

This is an accurate record of my financial position at .....

I agree to pay £..... every week/month from ...../...../..... until the rent arrears (and any court costs) are clear.

This represents my current rent of £..... and £..... off my arrears.

Signed ..... Date .....