



Personal Budget Questionnaire

In order for the Council to consider a suitable method of payment in accordance with your current financial situation, you need to provide information concerning your financial circumstances.

Therefore, please complete the attached questionnaire and post the form to the address on the reverse of this booklet.

If known, can you please supply the relevant reference numbers:

Sundry Debt Invoice no.

--	--	--	--	--	--	--	--	--	--	--

Council Tax Account no.

--	--	--	--	--	--	--	--	--	--	--

Rent reference no.

--	--	--	--	--	--	--	--	--	--	--

Other reference no:

--	--	--	--	--	--	--	--	--	--	--

Once completed please return to:

Arun District Council, Civic Centre, Maltravers Road,
Littlehampton, West Sussex BN17 5LF

Personal budget questionnaire

Name(s).....

Address.....

Email address:.....

Day time phone no:

No. of adults in household No: dependant children

Is this a council property? **Yes/No**

If there are non dependants living with
you, please give their name(s):

Are there any members of your household that require additional expenditure due to special needs, i.e. Disability? **Yes/No**

Which of the following applies to you:

Employed Self-Employed Unemployed Retired

housewife/husband Other (please state)

Employer's name and address:

Payroll reference..... Average net pay £..... weekly/monthly/
4 weekly/fortnightly

If your partner is employed, please provide the following information:

Partner's name:..... Employer's name and address:

Payroll reference..... Average net pay £..... weekly/monthly/
4 weekly/fortnightly

If you are unemployed, please tick which benefit(s) you are receiving:

Income Support Job Seekers Allowance Other (please specify)

Are you the named claimant? **Yes/No** If no, who is:

Date of claim

National Insurance Number

--	--	--	--	--	--	--	--	--	--

Address of Benefits Agency office

1. Income

N.B. Please ensure that the Income and Outgoing match, i.e. both are weekly or both are monthly.

Weekly Fortnightly Monthly Weekly Fortnightly Monthly

**To convert weekly to monthly:
multiply by 52 and divide by 12**

**To convert weekly to fortnightly
multiply by 2**

**To convert monthly to weekly:
multiply by 12 and divide by 52**

Salary/Wages/Earnings (after tax)

Overtime

Commission

Partner Salary/Wages/earnings (after tax)

Tax Credits (working)

Tax credits (child)

Child Benefit

Incapacity Benefit

Employment and Support Allowance (ESA)

Disability Living Allowance

Income Support/Job Seekers Allowance

Other State Benefits

Private/Work Pension

Government Pension

Partner Private/Work Pension

Partner Government Pension

Child Support Agency

Maintenance

Contributions from other residents

Income from savings

Any other Income

2. Assets

Total of Savings/Investments

Other Assets (please specify)

3. Normal Outgoings

Please do not list payments for arrears here.

Rent (after benefits)

Mortgages

2nd Mortgage/
Home Improvement Loan

Endowment Policy

Council Tax (after all benefits)

Water Rates

Gas

Electricity

Other Fuel

Food/Sundries/Toiletries

Sewage Rates

Service Charge/Ground Rent

Property Maintenance

Home Insurance

Contents Insurance

Life Insurance

Private Pension

Bank Loans

Credit Cards/Store Cards

Catalogues

Laundry/Cleaning

Savings Schemes

Court Orders/Fines

Attachment of Earnings

Child Maintenance

Prescription charges

Telephone (landlines)

Mobile phone

Broadband

TV/Video/DVD equipment rental

Cable or Satellite

TV Licence

3. Normal Outgoings ctd.

Travelling Expenses	<input type="text"/>
Road Tax	<input type="text"/>
Vehicle Insurance	<input type="text"/>
Petrol and Car maintenance	<input type="text"/>
Cigarettes	<input type="text"/>
Alcoholic drink	<input type="text"/>
Lottery Tickets/Scratch Cards /Betting	<input type="text"/>
School meals	<input type="text"/>
Clothing	<input type="text"/>
Holidays	<input type="text"/>
Childminding	<input type="text"/>
Hobbies/Clubs	<input type="text"/>
Other (please specify)	<input type="text"/>

Should you wish to pay by Direct Debit then please contact the Council for further details.

4. Priority Debts (in arrears)

	Amount £ in arrears	Payment £ towards arrears
Mortgage arrears	<input type="text"/>	<input type="text"/>
Rent arrears	<input type="text"/>	<input type="text"/>
Council Tax arrears	<input type="text"/>	<input type="text"/>
Water rates arrears	<input type="text"/>	<input type="text"/>
Gas arrears	<input type="text"/>	<input type="text"/>

5. Non Priority Debts (in arrears)

	Amount £ in arrears	Payment £ towards arrears
Credit cards	<input type="text"/>	<input type="text"/>
Store cards	<input type="text"/>	<input type="text"/>
Overdraft	<input type="text"/>	<input type="text"/>
Electricity arrears	<input type="text"/>	<input type="text"/>
Other fuel arrears	<input type="text"/>	<input type="text"/>
Fines arrears	<input type="text"/>	<input type="text"/>
Maintenance arrears	<input type="text"/>	<input type="text"/>
Other arrears (please specify)	<input type="text"/>	<input type="text"/>

I wish to pay my Council Tax / Rent / other by regular Weekly Monthly 4 Weekly
Fortnightly

payments of £..... from date..... I would like to pay by

Standing Order Manually Direct Debit AllPay card

Declaration:

I certify that the information given on this form is to the best of my knowledge true and complete.

Signed..... Date

Are your struggling to pay your Council Tax or Rent? If you are on a low income family or couple of any age, or a single person with under £16,000 savings, you may qualify for Council Tax Support or Housing Benefit. To see what you may be entitled to call 01903 737753 or visit our website www.arun.gov.uk/benefit or [housing benefit](http://www.arun.gov.uk/housingbenefit), or visit our offices where someone can discuss what you may be able to claim.

Data Protection

We must protect the public funds we handle so we may use the information provided on this form to prevent and detect fraud. We may use this information to promote other council services you may be entitled to. We may share this information with other organisations which handle public funds for the same purpose. We may keep information about you on computer. If we do, we will keep to the rules laid down by the Data Protection Act 1998.