

PRIVATE AND CONFIDENTIAL

Income and expenditure form

To be returned to:
Accounts Receivable Team
London Borough of Sutton
Civic Offices
St Nicholas Way
Sutton
SM1 1EA



Email: AccountsReceivable@sutton.gov.uk

Your details

Name	
Partner's name	
Address	
Reference	
Overpayment Balance	
Home tel	
Mobile tel	
Email	

Tell me about everyone in your household

Name	Age	Relationship to you

Monthly Income	You	Your Partner
Net earnings from employment		
Name and address of employer		
Payroll number		
Working Tax Credit		
Child Tax Credit		
Income Support		
Job Seekers Allowance		
Housing Benefit		
Council Tax Benefit		
Child Benefit		

State retirement Pension		
Pension Credit		
Any other benefit (please specify)		
Works or private pensions		
Money from family or friends		
Any other income (please specify)		
TOTAL MONTHLY INCOME	£	£

Monthly expenditure (please convert all outgoings to monthly)	Amount	Arrears
Rent		
Mortgage		
Council Tax		
Electricity		
Gas		
Water		
Telephone		
TV licence		
Monthly shop (food, toiletries etc)		
Car/transport		
TV/video/satellite		
Child care		
Other outgoings (please name) See below for Debt Repayments		
Total monthly expenditure	£	

Current amounts of capital	You	Your partner
Bank accounts		
Building society and savings accounts		
Other savings (please specify)		
Total capital held	£	£

Details of other debts held

Name of creditor	Balance owing	Repayment amount (per month)
Total debts owed		XXXXXXXXXXXXXXXXXXXXXXXXXX
Total monthly repayments	XXXXXXXXXXXXXXXXXX	

YOUR REPAYMENT PROPOSAL AND DECLARATION
<p>I think I can afford to pay £.....per month towards my Housing Benefit overpayment with the London Borough of Sutton.</p> <p>I would like to pay by standing order / credit or debit cards over the phone or internet / cash instalment slips or cheque. (please delete)</p> <p>I / we declare that this information is a true statement of my / our financial situation.</p> <p>I give my permission for this information to be shared with other departments within the London Borough of Sutton.</p> <p>Signed(you) Signed (your partner) Date</p> <p>We may ask you to supply proof of your income, capital and other debts at a later stage.</p> <p>All of our instalment arrangements are regularly reviewed. We will contact you every 6-12 months to review your repayment level.</p>