

Council Tax Income and Expenditure Form

To ensure your re-payment arrangement is suitable we need to fully understand your situation. We'll look at your entire financial picture including all your income and outgoings, and details of any other debts.

- Please complete the form entirely. If a section isn't relevant to you, please mark it as n/a (not applicable).
- If you're unsure on any amount please don't leave it blank (you could look at your bank statement, or bills, or contact the organization directly that you are paying or receiving money from).
- Don't worry if you're struggling with anything, please be as honest as you can so we can be realistic about what you can afford.
- Please provide proof of the information provided below e.g. bank statements, pay slips etc. **please note without relevant proof we will not be able to agree a re-payment arrangement.**

Please return the completed form and documentary proof of your income and expenditure to: Council Tax Recovery, Third Floor, Kensington Town Hall, Hornton Street, London, W8 7NX within 7 days. You may find it convenient to send your form and proofs electronically to counciltax@rbkc.gov.uk.

Failure to return this form could result in further recovery action being taken against you which could include your case being passed to enforcement agents.

Your Details – please click between the [] to enter your details	
Council Tax Account Number	
Your Name	
Contact Telephone Number	
Current Address	
Occupation	
Employers Name	
Employers Address	
Marital Status	
Spouse/Partner's Name	
Spouse/Partner's Occupation	
Spouse/Partner's Employers Name	
Spouse/Partner's Employers Address	

If either you, or your partner, are self-employed please provide us with copies of your accounts for reference.

Your Household			
Details of all children or other residents			
Name	Age	Net Income	Relationship to you

Income: What money do you receive? If your income is variable, please enter an average	Amount £	How often? e.g. weekly, monthly
Your Net Earnings (after tax)		
Your Partner's Net Earnings (after tax)		
Benefits		
Income Support/Job Seekers Allowance (JSA)		
Child Benefit		
Working Tax Credits		
Child Tax Credits		
Personal Independence Payment (PIP)		
Employment and Support Allowance		
Universal Credit		
Maternity Allowance		
Statutory Sick Pay		
Occupational Pension		
Your Pension		
Your Partner's Pension		
Other Income		
Child Support/Maintenance		
Rental Income		
Contributions from others (children/lodgers etc.)		
Please specify any other income below		
Total Income		
Savings/Capital		
Savings Scheme	Total Balance £	Details e.g. name of bank
Bank/Building Society		
Shares/Bonds/ISAs		
Capital (including equity in property)		
Other (please specify)		

Outgoings: Your Living Costs		
Expenditure	Amount £	How often? e.g. weekly, monthly
Rent/Mortgage		
Council Tax (current financial year)		
Water Rates		
Gas		
Electric		
Building/Contents insurance		
Life Insurance		
Child Care		
Child Minding/ Nursery fees		
Maintenance payments		
School Meals		
School Expenses		
Children's pocket money		
Nappies		
Travel		
Bus/train fare to work		
Bus/train fare to school		
Vehicle road tax		
Car insurance		
Petrol		
Vehicles owned by you and your partner		
Make/ Model		
Health		
Life insurance		
Health insurance		
Prescriptions		
Personal Pension Plan		
Other		
Clothing		
T.V Licence		
Food – please advise of any special dietary requirements		
Toiletries & Cleaning		
Mobile Phone – please specify reason for usage		
Social events		
Cigarettes		
Alcohol		
Sky TV (or equivalent)		
Haircuts		
Newspapers/Magazines/Lottery		
Memberships – please specify		

Please specify any other outgoings below			
Loans, credit cards, rent, Council Tax arrears and other debts	Total outstanding debt £	Amount of any current re-payment agreement £	How often? e.g. weekly, monthly
Bank Overdraft			
Credit Cards – please specify			
Store Cards – please specify			
Other Loans – please specify			
Rent arrears			
Council tax arrears			
Any other debts – please specify			
Total Income			
Total Outgoings			
Surplus Income (income – outgoings)			
<i>Offer of payment</i>		Amount £	How often? e.g. weekly, monthly
<i>Please specify the maximum you can afford to pay monthly towards your council tax arrears.</i>			

Please provide any other information you think we need to know in the box below

I confirm that the information I have provided is correct and complete in all respects

Customer Signature: _____ Date: _____

Partner's Signature: _____ Date: _____

The information provided on this form will be processed in accordance with the Data Protection Act (1998) and the Data Protection Act (2018) and may be used by relevant departments within the council.

For further information on your arrears or for any help or advice in completing this form please call us on 0207 361 3424.