

## INCOME AND EXPENDITURE FORM

<b>Housing Benefit (HB) claim ref:</b>	<b>Invoice ref:</b>
<b>Name:</b>	<b>Telephone:</b>
	<b>Email:</b>
<b>Address:</b>	

HOUSEHOLD INCOME – You & Partner		EXPENSES	
Please put amount(s) and Circle: W = weekly M = Monthly			
Wages - YOU	w / m	Rent / Mortgage	w / m
Wages - PARTNER	w / m	Mortgage arrears	w / m
Work pension - YOU	w / m	Building Insurance	w / m
Work Pension - PARTNER	w / m	Contents insurance	w / m
State pension - YOU	w / m	Life insurance	w / m
State pension - PARTNER	w / m	Council Tax	w / m
Child benefit	w / m	Gas	w / m
Income support/JSA	w / m	Electricity	w / m
ESA	w / m	Phone	w / m
Sick pay/Incapacity	w / m	Water rates	w / m
DLA/AA	w / m	TV & Internet e.g. Sky	w / m
Carers Allowance	w / m	Tobacco/Alcohol	w / m
Working Tax Credits	w / m	TV Licence	w / m
Child Tax Credits	w / m	Food	w / m
Child Maintenance	w / m	Toiletries & Cleaning	w / m
Family contribution	w / m	Travel expenses	w / m
Other State benefit(s)	w / m	Clothing	w / m
Rent from lodger/tenant	w / m	Child Maintenance	w / m
Other income:		School meals	w / m
	w / m	Credit card	w / m
	w / m	Loan/Finance	w / m
	w / m	Other outgoings:	
	w / m		w / m
	w / m		w / m
** YOU MUST PROVIDE PROOF **			
I.E. BILLS, RECEIPTS, YOUR LAST TWO MONTHS BANK STATEMENTS			
<b>INCOME TOTAL</b>	<b>£</b>	<b>EXPENSES TOTAL</b>	<b>£</b>

Capital/Savings/ Sum of Monies in Bank Accounts	
Investments/Assets	
<b>Capital TOTAL</b>	

EMPLOYMENT DETAILS		
PAYROLL NUMBER		
Nature of job/job title		
Employer Name		
Employer Address		
Employer Phone number		
Employer Email Address		
If Self Employed:	Business Type:	Annual Turnover £

**DECLARATION & PROPOSAL:**

Based on this information **I am offering to repay £..... weekly /monthly** *(delete as required)* towards my housing benefit overpayment.

I confirm the information provided is true and complete.

I will inform you of any change that might affect the information given.

Signed:

PRINT Name

Date:

**You should return this form to:**

**London Borough of Barking and Dagenham  
Overpayment Recovery Team  
Revenue Services  
Roycraft House,  
15 Linton Road,  
Barking, IG11 8HE**