Council Tax Income and Expenditure Form

Please fill in all the sections of this form that apply to you and then return it via email to council.tax@bolton.gov.uk If you need any help with this form, please contact 01204 331599.

Please note in order for a mutually acceptable arrangement to be made we need all your income and expenditure details.

Account Name	Account Number	Amount you owe

Your Household Details

Your full name & address			
Your partner's full name			
Telephone Numbers	Home	Work	Mobile
No. of children			
No. of other adults			

Income Details

Section A - Complete if you or your partner are working

	You	Your Partner
The name and address of your employer		
Average take home pay	£	£
Please state whether paid weekly or monthly		

Section B - Complete if you or your partner are receiving benefits and/or retirement pension

Name of Benefit	Who is claiming the benefit?	Claimant's National Insurance Number	How much do you get?	How often is it paid?	Are any deductions being taken out?

Section C - Details of any other household income not included above (e.g. maintenance payments, private pensions or income from other adults in the household.

Source of income	Amount received	Weekly or Monthly

Total Income (Sections A + B + C):	£

Expenditure Details

Please state here if the following figures are **weekly** or **monthly (please don't mix the two)**

Section D	
Ongoing Priority Expenditure	**Amount Paid**
Mortgage	
Mortgage Endowment	
2nd Mortgage	
Rent	
Council Tax	
Water rates	
Gas	
Electricity	
Maintenance Payments	
Magistrates Court fine/s	
Building/contents insurance	
Life Insurance/Pension	
Housekeeping/food	
TV licence/cable/rental etc.	
Ground rent/service charge	
Hire Purchase	
Travelling expenses	
School Meals/ Meals at work	
Clothing/Laundry	
Telephone/Mobile Telephone	
Prescriptions/Health Costs	
Childcare costs	
Others:	
Total (D)	**£**

Section E		
Arrears Owed	**Arrears Outstanding**	**Amount Paid**
Mortgage		
Mortgage Endowment		
2nd Mortgage		
Rent		
Council Tax		
Water rates		
Gas		
Electricity		
Maintenance		
Magistrates Court fine/s		
Hire Purchase		
Others:		
Total (E)	**£**	**£**

Section F		
Non-priority Expenditure	**Arrears Outstanding**	**Amount Paid**
Catalogues		
Loans		
Credit Cards		
Others:		
Total (F)	**£**	**£**
		£

Section G - My Payment Offer

I offer to pay £_____ per week/month (please delete as appropriate)
From _____(enter date)
Which bill/s is this offer for?_____
Please note that failure to maintain payments may result in the Council taking further action to recover outstanding arrears, which could result in additional costs being added.

I confirm the details provided are correct and that this information may be shared with other Council Departments if I have arrears with them.

Signed_____ Date_____