

Private & Confidential

**Housing Benefit
Overpayment Recovery
FINANCIAL
ASSESSMENT FORM**



To be returned to:
Housing Benefit Recovery
Brighton & Hove City Council
PO Box 2929
Brighton, BN1 IPS

Name:	Claim Reference	
Partner's Name:	Invoice No (if any)	7
Current Address:	Overpayment Balance	£
	Home Tel:	
	Mobile Tel:	
	Email:	

MONTHLY INCOME	YOU	YOUR PARTNER
NET EARNINGS FROM EMPLOYMENT		
NAME AND ADDRESS OF EMPLOYER		
WORKS PAYROLL NUMBER		
WORKING TAX CREDIT		
CHILD TAX CREDIT		
INCOME SUPPORT		
JOBSEEKERS ALLOWANCE		
HOUSING BENEFIT		
CHILD BENEFIT		
ANY OTHER BENEFIT (PLEASE NAME)		
STATE RETIREMENT PENSION		
OTHER WORKS & PRIVATE PENSIONS		
MONEY FROM PARENTS & FRIENDS		
ANY OTHER INCOME (PLEASE NAME)		
TOTAL MONTHLY INCOME	(A) £	(B) £

YOUR HOUSEHOLD'S MONTHLY OUTGOINGS (Please convert any weekly outgoings in to monthly figures.)	ARREARS IF ANY
RENT	
MORTGAGE	
COUNCIL TAX	
ELECTRICITY	
GAS	
WATER	
TELEPHONE	
TV LICENCE	
MONTHLY SHOP (FOOD, CLEANING, ETC.)	
CAR / TRANSPORT	
LOAN, CREDIT CARD AND OTHER DEBT REPAYMENT AMOUNTS DUE EACH MONTH (Eg FINES, TAX CREDIT OVERPAYMENTS, Etc.)	
OTHER MONTHLY OUTGOINGS PLEASE SAY WHAT THEY ARE, Eg INSURANCE, MAINTENANCE, CHILDREN'S CLOTHING Etc.	
TOTAL MONTHLY OUTGOINGS	(D) £

MONTHLY INCOME AND EXPENDITURE TOTALS

(Please carry over the totals from the previous page.)

YOUR TOTAL MONTHLY INCOME	(A) £
YOUR PARTNER'S TOTAL MONTHLY INCOME	(B) £
YOUR HOUSEHOLD'S TOTAL MONTHLY INCOME (A plus B)	(C) £
TOTAL MONTHLY OUTGOINGS	(D) £
AVAILABLE MONTHLY AMOUNT (C minus D)	(E) £

CURRENT AMOUNTS OF CAPITAL	YOU	YOUR PARTNER
CURRENT BANK ACCOUNTS		
BUILDING SOCIETY & SAVINGS ACCOUNTS		
OTHER SAVINGS (PLEASE SPECIFY)		
TOTAL AMOUNT OF CAPITAL	£	£

ALL COUNCIL DEBTS Please list details below. (For example council tax, rent arrears.)

NAME OF COUNCIL DEPARTMENT	BALANCE OWING	REPAYMENT AMOUNT
1.		£ per month
2.		£ per month
3.		£ per month

ALL OTHER DEBTS, LOANS & CREDIT CARDS (For yourself and your partner.)

NAME OF CREDITOR (For example, Barclaycard.)	BALANCE OWING	REPAYMENT AMOUNT
1.		£ per month
2.		£ per month
3.		£ per month
4.		£ per month
5.		£ per month
TOTAL DEBTS OWED	£	-----
TOTAL MONTHLY REPAYMENTS	-----	£ per month

YOUR REPAYMENT PROPOSAL AND DECLARATION

I think that I can afford to pay £... .. per month towards my Housing Benefit overpayment with Brighton & Hove City Council.

Declaration

I / We declare that this information is a true statement of my / our current financial situation.

Signed (you) **Signed** (your partner) **Date**.....

IN ORDER FOR ANY ARRANGEMENT OR REVIEW TO BE CONSIDERED, THIS FORM MUST BE RETURNED WITH THE FOLLOWING DOCUMENTS:

- **BANK STATEMENTS COVERING THE LAST TWO MONTHS**
- **IF IN PAID EMPLOYMENT, PAYSLEIPS COVERING THE LAST TWO MONTHS**
- **PROOF OF DEBTS AND THEIR BALANCES**

**Housing Benefit
Overpayment Recovery
FINANCIAL ASSESSMENT FORM
NOTES**



Return completed forms to:
Housing Benefit Recovery
Brighton & Hove City Council
PO Box 2929
Brighton, BN1 1PS

HELPING YOU MAKE YOUR REPAYMENT ARRANGEMENT

Housing Benefit Repayment Line

Telephone: **01273 291 970**

Open Monday to Friday from 9.00 am to 5.00 pm

Email: HBRecovery@brighton-hove.gcsx.gov.uk

Website: www.brighton-hove.gov.uk/HBRecovery

If you would like to discuss your repayment plans or if you are having difficulty completing the financial assessment form, call the Housing Benefit Repayment Line for assistance.

You can also call the Housing Benefit Repayment Line to arrange an appointment to see a Recovery Officer at Bartholomew House in Brighton.

Please note that the Housing Benefit Repayment Line is only for enquiries regarding invoices and the repayment of Housing Benefit overpayments. For other claim enquiries please call the Benefits Service Enquiry line on 01273 292 000 (open Monday to Friday from 9.00 am to 5.00 pm).

HOW WE COLLECT AND USE INFORMATION

The information you provide will be used to assess your ability to repay Housing Benefit. If you owe debts to other council departments we may pass this information on to them to assist them in assessing how much you can afford to repay them as well. The council is registered under the Data Protection Act 1998 for this purpose.

Brighton & Hove City Council is under a duty to protect the public funds it administers. We may check information that you provide, or information provided by a third party, with other information we hold, to check the accuracy of information; to prevent or detect crime; and to protect public funds in other ways, as permitted by law. We may also share this information with other council departments or bodies administering public funds for these purposes. We may also use this information to put you in touch with council services that may be able to help you. We will not disclose information about you to anyone unless the law permits us to.

The council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about the information we have about you, or the way we use your information, please write to:

The Data Protection Officer, Brighton & Hove City Council,
King's House, Grand Avenue, Hove, BN3 2LS.