

THE VALE OF GLAMORGAN COUNCIL

CYNGOR BRO MORGANNWG

CIVIC OFFICES, HOLTON ROAD, BARRY, CF63 4RU.
SWYDDFEYDD DINESIG, HEOL HOLTON, Y BARRI, CF63 4RU.
HB Overpayments Team Enquiries 01446 709241/5



Application regarding the rate of repayment in respect of outstanding overpayment(s) of housing benefit and associated debts.

The Council has an overriding responsibility to reduce losses to Public Funds. In relation to overpayments of housing benefit the Council considers each case on its merits – taking into account the amount due, personal circumstances and financial circumstances into account. The aim is to agree a realistic arrangement to collect debts within a reasonable time, without the need for more serious recovery action.

These details on this form will be used to decide the level of repayment the Council thinks you should be able to afford.

Completing the form: Guidelines and Explanation

Please read these notes prior to completing this form.

Step One: Your Household

First, complete the details below to confirm information relating to your household.

Step Two: Income

Secondly, work out how much money you have coming in to your household each week or month using the table at the bottom of this page. You will need to decide whether weekly or monthly suits you best and try to stick to it throughout.

Step Three: Expenditure

Now, work out how much money you have going out each week or each month on household bills and for your basic living costs. The expenditure form overleaf will help you do this. You should use this opportunity not only to list all your expenditure, but to review your outgoings and utilise your available income to arrange payments at a reasonable and realistic rate that you can maintain.

Step Four: Making an offer of repayment

You may wish to suggest a rate at which you will be able to repay this debt. We will consider your suggestion and let you know if we think it is acceptable.

We will write to you with details of your instalment arrangement, i.e. the amount, frequency and date you should start paying.

Step Five: Declaration

You should read the declaration carefully before you sign it and date it.

<u>Step One: Your Household</u>		
Do you have a partner living with you	YES <input type="checkbox"/>	NO <input type="checkbox"/>
How many other adults live with you		
How many children live with you		
What are their ages		

<u>Step Two: Your Income</u>	Weekly	4 Weekly	Monthly	Office Use
Self-employed earnings				
Wages/Salary				
Partner's Wages/Salary				
Bereavement Allowance				
Carer's Allowance				
Annuity Income				
Guardians Allowance				
Charitable Payments				
Job Seekers Allowance				
Income Support				
Pension Credit				
Working Families Tax Credit				
Industrial Injuries Benefit				
Child Tax Credit				
Child Benefit				
State Retirement Pension				
Private Pension				
Incapacity Benefit				
Employment and Support Allowance				
Disability Living Allowance				
Attendance Allowance				
Maintenance				
Maternity Allowance				
Severe Disablement Allowance				
Student Grant / Loan				
Income from other adults				
War Disablement Pension				
War Widows Pension				
Other (please specify)				
Other (please specify)				
Other (please specify)				
Total Income				

If you are Employed please confirm the following:-

Your Employer's Name		
Your Employer's Address		
Your Pay Number		
Your Job Title		
Is your employment permanent	YES <input type="checkbox"/>	NO <input type="checkbox"/>

<u>Step Three: Your Expenditure</u>	Weekly	4 Weekly	Monthly	Office Use
Mortgage				
Second Mortgage				
Rent (less HB)				
Council Tax (less CTB)				
Water Rates/Sewerage				
Ground Rent				
Contents Insurance				
Buildings Insurance				
Life Insurance/Endowment				
Gas				
Electricity				
Other Fuel				
Housekeeping (food, toiletries etc.)				
TV Rental				
TV Licence				
Fines				
Maintenance Payments				
Travelling/Motor Expenses				
School Meals				
Clothing/Laundry				
Childminding				
Telephone				
Mobile Telephone				
Broadband Internet Access				
Cable/Satellite Television				
Other (please specify)				
Other (please specify)				
Other (please specify)				
Total Expenditure				

Step Four: Making an offer of repayment

If you wish to make an arrangement to repay the outstanding overpayment(s) of housing benefit and associated debts by instalments please complete the following.

I accept that I owe the sum of £ _____ to the Vale of Glamorgan Council in respect of overpayment(s) of housing benefit and associated debts and would like you to consider my offer of repayment as detailed below:-

I wish to pay £ _____ every week / fortnight / month (please delete as appropriate).

First payment to be made on _____ (date).

Method of payment: (Please tick)

- Payment by Standing Order (a mandate will be posted to you to complete and forward to your bank)
- Payment at a Post Office TM, PayPoint or Payzone Outlets (a list is available on request)
- Payment at the Civic Offices, Barry by Cash or Cheque
- Payment by telephone with a Debit or Credit Card
- Other _____ (please specify)

A letter will be sent to you if your proposed arrangement is acceptable.

The overpayment(s) of housing benefit and associated debts remain payable on demand if no agreement is reached.

Step Five: Declaration

Please read this declaration carefully before you sign it and date it.

I understand that if I do not make repayment, I may be prosecuted for any outstanding balance or any other arrears that have accrued. I would also be obliged to pay the Council's costs of the action.

To the best of my knowledge all the information given is accurate and true. I authorise the HB Overpayments Team to verify this information should they wish to do so.

The Council may use any information I have provided in connection with the recovery of overpayment(s) of housing benefit and associated debts.

Signed: _____ Date: _____

(Print Name): _____ Address: _____

Customer Reference: _____

Please return your completed form in the envelope provided.