

If we are to provide as much help as possible, it is important to have some/all of the following information. Please read the following list carefully and bring all relevant papers with you.

- ◆ Pay slips/details of pay packets
- ◆ Benefit/pension book or other income eg works pension
- ◆ Benefit detail forms, ie how your benefit is worked out
- ◆ Mortgage details – Name and address of lender – Account number
- ◆ Rent card/book
- ◆ Details of ground rent, service charges etc
- ◆ Rates demand
- ◆ Water rates demand
- ◆ Council tax details (self and partners)
- ◆ Gas bills
- ◆ Electricity bills
- ◆ Coal/oil bills
- ◆ Tax demand
- ◆ National Insurance demand
- ◆ Insurance details ie life, building, contents, endowment
- ◆ Telephone bills
- ◆ TV rental payment book
- ◆ Bank/building society statements
- ◆ All court papers (including all those relating to fines and maintenance)
- ◆ Statements, letters, agreements of all the money you owe (eg storecards, bank loans, HP agreements, credit cards)
- ◆ Child support

Please complete the budget sheet and the benefits questionnaire. .

It is important for you to know that your affairs will be treated in total confidence and that no-one will be contacted, or any information be given about you without first getting your permission.