

SFS data entry



Name: _____
D.O.B.: _____
Application: Single Joint
Partner (if applicable): _____
Partner D.O.B. (if applicable): _____
Address: _____

Dependent children: Under 16: _____ 16-18: _____
Other dependants: _____
Number in household: _____

Employment: Full-time Part-time
 Unemployed Not working due to illness / disability
Partner's employment: Full-time Part-time
 Unemployed Not working due to illness / disability
 Self-employed Retired Carer Student Other

Number of vehicles in household: _____
Housing tenure: Owner Mortgage Tenant – private
 Tenant – social Living with parents Other

Monthly Income

Earnings	Amount (£)
Salary or wages (take home)	
Partner salary or wages (take home)	
Other earnings (including self employment)	
Total salary and wages per month	

Pensions	Amount (£)
State pensions	
Private or work pensions	
Pension credit	
Other pensions	
Total pensions per month	

Benefits and tax credits	Amount (£)
Universal Credit	
Jobseeker's Allowance (income based)	
Jobseeker's Allowance (contribution based)	
Income Support	
Working Tax Credit	
Child Tax Credit	
Child Benefit	
Employment and Support Allowance or Statutory Sick Pay	
Disability benefits	
Carer's Allowance	
Local Housing Allowance / Housing Benefit	
Council Tax support	
Other benefits/tax credits (e.g. maternity benefits)	
Total benefits and tax credits per month	

Other income	Amount (£)
Maintenance or child support	
Boarders or lodgers	
Non-dependants' contributions	
Student loans and grants	
Other income	
Total other income per month	

Total Monthly Income

Monthly Outgoings: Fixed Costs

Home and contents	Amount (£)
Rent	
Ground rent & service charges (factor fees if you live in Scotland)	
Mortgage	
Mortgage endowment	
Secured loans	
Council tax/rates (including water charge if you live in Scotland and rates in NI)	
Appliance & furniture rental (including appliance and furniture HP, conditional sale and so on)	
TV licence	
Other costs	
Total home & contents costs per month	

Utilities	Amount (£)
Gas	
Electricity	
Other costs (including coal, oil, calor gas and so on)	
Other expenditure	
Total utilities costs per month	

Water	Amount (£)
Water supply	
Water waste	
Total water costs per month	

Care and health costs	Amount (£)
Childcare costs	
Adult-care costs	
Child maintenance or child support	
Prescriptions and medicines	
Dentistry and opticians	
Other costs	
Total care and health costs per month	

Transport and travel	Amount (£)
Public transport (e.g. work, school, shopping)	
Hire Purchase or conditional sale vehicle	
Car insurance	
Road tax	
MOT and ongoing maintenance	
Breakdown cover	
Fuel, parking and toll road charges	
Other costs (including taxis)	
Total transport and travel costs per month	

Pensions and insurances	Amount (£)
Pension payments	
Life insurance	
Mortgage payment protection insurance	
Buildings and contents insurance	
Health insurance (medical or accident or dental)	
Other	
Total pensions and insurance costs per month	

Professional costs	Amount (£)
Professional courses	
Union fees	
Professional fees	
Other	
Total professional costs per month	

School costs	Amount (£)
School uniform	
After-school clubs and school trips	
Other costs	
Total school costs per month	

Total Monthly Outgoings: fixed Amount (£)

Monthly Outgoings: Flexible Costs

Communications and leisure	Amount (£)
Home phone, internet, TV package (including film subscriptions)	
Mobile phone	
Hobbies, leisure or sport (e.g. socialising, eating out, outings, clubs, leisure courses)	
Gifts (e.g. birthdays, festivals, charity donations)	
Pocket money	
Newspapers, magazines, stationery and postage	
Other costs	
Total communications and leisure costs per month	

Food and housekeeping	Amount (£)
Groceries (e.g. food, pet food, non-alcoholic drinks, cleaning)	
Nappies and baby items	
School meals and meals at work	
Laundry and dry cleaning	
Alcohol	
Smoking products	
Vet bills & pet insurance	
House repairs and maintenance	
Other costs	
Total food and housekeeping costs per month	

Personal costs	Amount (£)
Clothing and footwear	
Hairdressing	
Toiletries	
Other costs	
Total personal costs per month	

Total Monthly Outgoings: flexible Amount (£)

Savings

Monthly saving amount

Amount (£)

Savings contributions are limited to up-to-10% of monthly surplus income and should not exceed £20.

Overview

	Amount (£)
Total income	
Total outgoings	
(Savings contribution)	
Total available for priority creditors	
Total available for non-priority creditors	

Priority debts include:

Mortgage arrears; Secured loan arrears; Council tax/Rates arrears; Gas / Electricity arrears; Magistrates/Sheriff court fines; Child maintenance arrears; Benefit overpayments; Tax credit overpayments; Income tax/National Insurance/VAT arrears; Hire-purchase or conditional-sale arrears; TV licence arrears.

Debts

Priority Debts

Creditor	Owed (£)	Offer
<i>e.g. Haringey Council</i>		
Total priority debts		

Non-Priority Debts

Creditor	Owed (£)	CCJ	Offer
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	
Total non-priority debts			
Token payments			

Additional notes (e.g. reasons for debt, circumstances, temporary situations)

e.g. Made redundant in June 2014 and was out of work for 6 months

e.g. Communications and leisure: mobile phone – client has multiple family members abroad

This financial statement is an accurate record of the information provided.

Signed:

Date:

