

## Financial Information Form

(Please complete this form fully. Failure to do so may affect any arrangement that can be offered)

Ref No : \_\_\_\_\_

Name and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime telephone \_\_\_\_\_

Marital status \_\_\_\_\_ Children(under 18) \_\_\_\_\_

Are you: employed /self employed /unemployed

National Insurance No: \_\_\_\_\_

Employer's Name and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer's telephone No: \_\_\_\_\_

Work/Pay Ref No: \_\_\_\_\_

### Income (Please provide monthly figures)

Salary/ Wages (net)

Partners Salary/ Wages (net)

Overtime

Child Benefit

Family Credit

Benefits

Other Income

Total Income

### Outgoings

Mortgages/Rent

Council Tax/Water/SewageRates

Home/Contents/Life Insurance

Court Orders/Fines

Gas/Electricity/Fuel

Telephone/Mobile Phone

RoadTax/Vehicle Insurance

Petrol /Car Maintenance

Food

Cigarettes/Alcohol

Child minding

Other(please specify)

Total Outgoings

Are you in arrears with any of the above outgoings? YES / NO

Do you have any other debts i.e. bank loans, hire purchase agreements? YES / NO

If yes to either please give details on a separate sheet of paper and return with this form, to the address shown overleaf.

### Declaration

I declare that the information above is true and accurate to the best of my knowledge.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

council tax arrears lft 0603 RW

# Council Tax Arrears

# Committal Proceedings

## It's your last opportunity to avoid prosecution

## Don't take a chance!

Please read this leaflet in full.

## What does Committal Proceedings mean?

The Council will go to a Magistrates Court and ask that you are sent to prison for non payment of your Council Tax.

## The Committal Summons

As it has not been possible to collect your Council Tax through either the Bailiff or other remedies, the enclosed summons requires you to attend a committal hearing. At the Court an application will be made by the Council for your committal to prison. For this reason you are advised to consider obtaining legal advice or representation.

## “What should I do?”

If you can pay the full amount outstanding before the Court date, you will not be required to attend the court and the summons will be withdrawn.

## “What if I can't pay?”

Although this is the final stage it is not too late to sort things out. But you will need to work with us. You can do this by completing the form on the reverse and returning it to:

EHDC / Council Tax Office  
Penns Place, Petersfield  
Hants. GU31 4EX.

Or ring 01730 266551 and ask to speak to a Council Tax Recovery Officer.

## Are you working?

If you or your partner are in employment (not self employed) the Council can arrange to have payments collected directly from your wages. Phone now with your employment details and we will arrange the rest.

## “What happens at the Court?”

At the court, you will be met by a Council Officer and asked to complete a Financial Information form (similar to the one shown on the reverse of this leaflet). Please be honest on your form and list all outstanding debts. Don't end up with a payment plan you can't keep to.

## “What happens if I go in front of the Magistrates?”

It will be up to the Council to prove that you have neglected or refused to pay your Council Tax for each year that you are in arrears.

## “What does this mean? ”

Your financial circumstances in each year that Council Tax is outstanding will be looked at. Although you may not be in a position to pay now your income in the past will be taken into consideration.

## “What else might be considered?”

Stop and think about how you may have spent your money. Have you:

- bought a car?
- been on holiday?
- taken out a loan?
- paid off a loan?
- purchased home improvements?

Should this money have gone towards your Council Tax instead?

Would a Magistrate think that you have neglected to pay?

## “What happens if the Magistrates find me guilty of neglect or refusal?”

You could be sentenced to **prison** for up to **90** days.

## “Will I really go to Prison ?”

Why take a chance ?

Mr C did and received a 45 day prison sentence - suspended providing he pays £25 a week.

Mr D received a 3 month suspended sentence on the understanding that the debt of over £1000 was paid within six months. Mr D didn't pay and received a **74 day prison sentence**.

Don't take the risk of a similar sentence

## “What happens if I don't turn up for court ? ”

If you do not contact the Council and you fail to attend the hearing an arrest warrant will be applied for and if granted, you will receive a visit from the Process Server and can expect even more costs.

## A phone call could save you money.

IT IS NOT TOO LATE TO SORT OUT YOUR ARREARS. PHONE 01730 266551 AND ASK TO SPEAK TO A COUNCIL TAX RECOVERY OFFICER NOW.