

## Ability to pay – self-assessment

<b>Paying party</b>	Party name:  Self-represented/represented (delete as applicable)  Representative name:
<b>MPTS hearing reference number</b>	

### Explanatory notes

- Complete this self-assessment form as fully and accurately as possible. It will help the case manager make a fair decision about how much you can afford to pay.

Once completed, this self-assessment form must be sent to the other party and to the case manager at [MPTSCaseManager@mpts-uk.org](mailto:MPTSCaseManager@mpts-uk.org).

- You must sign the declaration at the end of the self-assessment form. If you do not do so, the case manager will be unable to take the information you provide into account.
- You may wish to provide evidence to support your self-assessment. List any documents you wish to submit in the space provided at the end of the self-assessment.

### Personal details

<b>Title</b>	
<b>Full name</b>	
<b>Current address</b>	
<b>Date of birth</b>	

## Dependants

- In this section, please provide details of people you look after financially.

<b>Children</b>	Number of children under 18 and their dates of birth:
<b>Others</b>	Number of other dependants, their dates of birth and details of their relationship to you:

## Employment

- Please tick as applicable and provide the details requested.

	<b>I am employed</b> as:  My main employer is:  Other employment:
	<b>I am self-employed</b> as:  My annual turnover is:  I am/am not in arrears with my national insurance contributions, income tax or VAT in the sum of:
	<b>I am unemployed</b>  I have been unemployed for:
	<b>I am a pensioner</b>

## Bank account and savings

- Please tick as applicable and provide the details requested.

	<b>I have a bank account</b>  The account is in credit by:  The account is overdrawn by:
	<b>I have a savings or building society account</b>  The account balance is:

## Property

- Please tick as applicable.

<b>I live in:</b>	My own property	
	Jointly owned property	
	Rented property	
	Lodgings	
	Council property	

## Income

- In this section, please show the income you receive and how regularly you receive income from each source.

<b>Usual take home pay</b>	£	per
<b>Income support</b>	£	per
<b>Child benefits</b>	£	per
<b>Other state benefits</b>	£	per
<b>Pension</b>	£	per
<b>Others living in my home give me</b>	£	per
<b>Other income (provide details)</b>	£	per
<b>TOTAL</b>	£	per

## Expenses

- In this section, please show your expenses and how regularly you make payments to each source of expense.

<b>Mortgage</b>	£	per
<b>Rent</b>	£	per
<b>Council tax</b>	£	per
<b>Gas</b>	£	per
<b>Electricity</b>	£	per
<b>Water</b>	£	per
<b>TV licence</b>	£	per
<b>Hire purchase repayments</b>	£	per
<b>Housekeeping and food</b>	£	per
<b>Travelling expenses</b>	£	per
<b>Children's clothing</b>	£	per
<b>Maintenance payments</b>	£	per
<b>Others (provide details)</b>	£	per
<b>TOTAL</b>	£	per

## Priority debts

- In this section, please indicate any payments you are making towards paying arrears.

<b>Mortgage arrears</b>	£	per
<b>Rent arrears</b>	£	per
<b>Council tax arrears</b>	£	per
<b>Gas arrears</b>	£	per
<b>Electricity arrears</b>	£	per
<b>Water arrears</b>	£	per
<b>Maintenance arrears</b>	£	per
<b>Others (provide details)</b>	£	per
<b>TOTAL</b>	£	per

## Other debts

- In this section, please indicate any other outstanding debts and any payments you are making.

<b>Court orders (provide details)</b>	£	per
I am behind with payments to:		
<b>Loans</b>	£	per
I am behind with payments to:		
<b>Credit cards</b>	£	Per
I am behind with payments to:		
<b>Others (provide details)</b>	£	Per

## Declaration

I confirm that the information I have provided in this self-assessment is correct and true to the best of my knowledge.

<b>Signature</b>	
<b>Date</b>	

## Documents submitted

- In this section, please list any documents submitted with this completed self-assessment form.

	<b>Document description</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	