

Form S2: Costs: ability to pay self-assessment

Paying party	Party name: Representative name:
MPTS hearing reference number	

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 MPTSCaseManagementTeam@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

Title	
Full name	
Current address	
Date of birth	

Dependants

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

Children	Number of children under 18 and their dates of birth:
Others	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.

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

Bank account and savings

- ▶ Please tick as applicable and provide the details requested.

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

Property

- ▶ Please tick as applicable.

I live in:	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.

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

Expenses

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

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

Priority debts

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

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

Other debts

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

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

Declaration

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

Signature	
Date	

Documents submitted

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

	Document description
1	
2	
3	