

Cardiff Council
Overpayment Recovery
HARDSHIP FORM

Please return this form to: Debt Enforcement Manager
Benefits Section, PO BOX 6000, CARDIFF, CF11 OWZ



Title:	Surname/Family Name:	First Name(s):
National Insurance Number:	Address: _____ _____ _____	
Account Number:	Post Code _____	

Please provide details of **ALL** Income below :-

INCOME/ BENEFIT	YOU	YOUR PARTNER	Please state if monthly or weekly
Earnings: (net pay/ take home)	£	£	
Employers' name and address			
Payroll number			
Any other income	£	£	
Capital, savings and investments:	£	£	N/A

EXPENDITURE / OUTGOINGS

Outgoings	Amount Paid (without arrears)	Weekly or Monthly	If you have any arrears please indicate how much you pay
Rent			
Mortgage			
Ground rent			
House insurance			
Water rates			
Gas			
Electricity			
Council Tax			
Housing Benefit Overpayment			
Food (including cleaning materials, toiletries etc)			
Television rental			
Television licence			
Home Telephone			
Mobile telephone			
Car : Approximate value of car: Petrol: Insurance: Tax:			
Bus fares			
Childcare charge			
School dinner money			
Clothes			
Loan			
Credit Card			
Other : please specify			
Other : please specify			
Other : please specify			
Other : please specify			

Please note that Cardiff County Council may request evidence of your income/expenditure and arrears, therefore early provision of this may help the decision making process.

ADDITIONAL INFORMATION

Based on your current financial circumstances please state the new weekly figure you can afford to repay.

Current Rate
of Recovery (weekly)

£

New Rate
Requested

£

Please use the space below if you want to provide any further information.

Declaration.

I declare that the information I have given is true and accurate.

Signed

Date:

IF YOU ARE NOT THE CUSTOMER PLEASE COMPLETE THIS SECTION

Name:

Relationship to Customer /Organisation:

Once your Hardship request has been received you should be sent written confirmation of the decision within 10 working days.

**If you have any difficulties in completing this form
the following organisations may assist you.**



Tel: 029 2034 6499



Tel: 029 2052 1052



Tel: 0800 138 1111