

# STATEMENT OF YOUR INCOME AND OUTGOINGS



## YOUR LEGAL OBLIGATIONS

**ALL QUESTIONS ON THIS FORM MUST BE COMPLETED AND THE FORM RETURNED TO THE MAGISTRATES' COURT THAT ISSUED THE SUMMONS WITH SUPPORTING DOCUMENTS, e.g. WAGE SLIPS, PROOF OF BENEFIT, etc.**

### IMPORTANT - PLEASE READ THESE NOTES CAREFULLY

Official request from Justices Chief Executive to supply means information in accordance with section 20a of the Criminal Justice Act (as amended by 95 of the Courts Act 2003): Every defendant appearing before a magistrates' court who pleads guilty or is found guilty of an offence is required to complete a statement of means form. It is an offence not to provide means information making the person liable to a fine of up to £500. The means information is extremely important to the court and will be used by the magistrates in fixing any fine. If a completed statement of means is not returned to the court, the magistrates will still deal with the case in the defendant's absence but you could face a fine in addition to any fine imposed for your original offence(s). It is also an offence, punishable by a fine of up to £2500 to provide false information.

**YOU MUST REMEMBER TO BRING A METHOD OF PAYMENT WITH YOU.** Most major credit cards are accepted as well as cash, personal cheques (with a bankers card) and postal orders.

## RETURNING THE FORM

**When:** The form should be returned as soon as possible with your summons notice. If this is not possible, returning the form (together with proof of your financial circumstances, e.g. employment pay advice; benefit book; bank statements; utility bills) on the day of your hearing is acceptable.

**How:** The form should be returned by post or in person to the court that issued the summons. Email or telephone responses are not acceptable.

**Where to return the form to:** The form should be returned to the court that issued this notice, the address for this can be found on the summons form. If this is not available, the address can be obtained from your local magistrates' court.

## DEBT ADVICE

If advice is needed on managing your debt or the possible consequences of fines, please call the free phone **National Debt line: 0808 8084000**. This is an independent body that will impartially advise you on all areas relating to debt. Alternatively advice can be found on <http://www.justask.org.uk> or from Citizens Advice on <http://www.citizensadvice.org.uk>. You may also contact your local magistrates' court.

## FURTHER ASSISTANCE

Should you have problems reading this form, please contact the magistrates' court that issued this notice who will be able to provide the following alternatives:

- Additional languages: Chinese, Greek, Gujarat, Hindi, Punjabi, Serbian, Croatian, Spanish, Turkish, Urdu and Welsh.
- Large print versions of this form are available; please contact the magistrates' court that issued the summons.



# STATEMENT OF YOUR INCOME AND OUTGOINGS

ALL QUESTIONS ON THIS FORM MUST BE ANSWERED AND THE FORM RETURNED TO THE COURT BEFORE YOUR HEARING. IT IS NOW AN OFFENCE NOT TO PROVIDE MEANS INFORMATION. SEE THE OTHER SIDE FOR DETAILS



## 1. PERSONAL DETAILS - please use block capitals and black ink

Name (in full)		Gender		M	F
Address					
				Post Code	
Date of birth	D	D	MM	YY	Home 'phone number
Mobile 'phone number			Employer's name		
National Insurance no.			Employer's address		
Occupation					
Self-employed?		Yes		No	
Vehicle registration no.			Employer's 'phone no.		
If unemployed, state since			D	D	MM
			YY	Employee (Payroll) no.	

## 2. INCOME (GIVE WEEKLY AMOUNTS) - please fill in both sides of this section where appropriate

IF EMPLOYED:		IF UNEMPLOYED OR ON BENEFIT:	
Net Pay (Take home pay)	£	Job seekers allowance	£
Any other income	£	Income Support	£
	£	Pension credit	£
	£	Other benefits (housing, tax credit etc)	£
<b>TOTAL INCOME</b>	<b>£</b>	<b>TOTAL INCOME</b>	<b>£</b>
<b>TOTAL SAVINGS</b>	<b>£</b>	<b>TOTAL SAVINGS</b>	<b>£</b>

COURT USE ONLY:

## 3. OUTGOINGS (GIVE WEEKLY AMOUNTS)

Rent / mortgage / board	£	Television (including licence fee)	£
Council tax	£	Satellite / cable TV / video etc.	£
Food	£	Lottery / entertainment	£
County court orders & other fines	£	Drinking	£
Travel expenses	£	Smoking	£
Clothing	£	Car insurance and tax	£
Telephone (inc mobile)	£	Catalogues	£
Gas / electricity / water / sewerage	£	Hire purchase	£
Insurances	£	Credit cards	£
Fuel	£	Other outgoings	£
Loans	£	<b>TOTAL OUTGOINGS</b>	<b>£</b>

## 4. OTHER INFORMATION

If there is any other information that you believe we should know about, please add it here.

No. of dependent children	
Ages of children	
Partners income	£

Signed	Date
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The information on this form may be used by a magistrates' court, or other authorised agency acting under the court's instructions, to enforce collection of any court-ordered penalty imposed against the person named on the form in the event of non-payment of that penalty.

FOR OFFICE USE: Case no.	Date of hearing
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