



We have many ways we can communicate with you

If you would like braille, British Sign Language, email, a hearing loop, translations, large print, audio or something else please call us on **0800 169 0310** or textphone **0800 169 0314** and tell us which you need.

Calls to 0800 numbers are free from landlines and mobiles.

Treating people fairly

We are committed to the Equality Act 2010 and treating people fairly. To find out more about this law, search 'Equality' on www.gov.uk

You can also apply for a Budgeting Loan online and it is **quicker**. For more information on Budgeting loans go to www.gov.uk/budgeting-help-benefits/how-to-apply

About you

01 Surname or family name

02 All other names in full

03 Title

Mr, Mrs, Miss, Ms, or other.

04 National Insurance (NI) Number

05 Date of birth

DD/MM/YYYY

06 Address where you live now

Postcode

07 Phone number

Please include dialling code.
We may need to contact you by telephone to ask you for further information. Please note that the number may display as a 0800, unknown or withheld number.

08 Mobile phone number

If you have one.

09 Email address

If you have one.

10 Are you involved in a trade dispute?

We use trade dispute to mean a strike, walk-out, lock-out or any other dispute about work. You will not be eligible for a budgeting loan if you or your partner are involved in a trade dispute.

No

Yes

About your partner**11 Surname or family name****12 All other names in full****13 Title**

Mr, Mrs, Miss, Ms, or other.

14 National Insurance (NI) Number**15 Date of birth**

DD/MM/YYYY

16 Address where your partner lives now

Postcode

17 Phone number

Please include dialling code.

We may need to contact your partner by telephone to ask them for further information. Please note that the number may display as a 0800, unknown or withheld number.

18 Mobile phone number

If your partner has one.

19 Email address

If your partner has one.

20 Is your partner involved in a trade dispute?

We use trade dispute to mean a strike, walk-out, lock-out or any other dispute about work. You will not be eligible for a budgeting loan if you or your partner are involved in a trade dispute.

No

Yes

About your children or qualifying young persons

There is information on what we mean by children or qualifying young persons in the notes.

21 How many children or qualifying young persons are in your household?

22 Are you getting Child Tax Credit for your children or qualifying young persons?

No Go to **question 23**

Yes

How much Child Tax Credit do you get a week?

£

23 Are you getting Child Benefit for your children or qualifying young persons?

No Go to the next section
About what you need

Yes

How much Child Benefit do you get a week?

£

About what you need

Budgeting Loans can only be given for the types of items or services listed in this part.

Please enter the total amount you need in the **Total amount applied for** box.

There is information on the maximum rates of Budgeting Loans in the notes.

24 Total amount applied for

£

25 What items are you applying for?

Please tick the box (or boxes) that apply to you.

Furniture and household equipment

Clothing and footwear

Rent in advance or removal expenses to secure fresh accommodation

Improvement, maintenance and security of the home

Travelling expenses within the UK

Expenses associated with seeking or re-entering work

Maternity expenses

Funeral expenses

Repaying Hire Purchase and other debts - for any items or expenses which are associated with the categories above.

About benefits and entitlements

26 Are you or your partner currently getting **Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, Pension Credit or payment on account of one of these benefits or entitlements?**

You will not be eligible for a budgeting loan if you or your partner are not getting one of these qualifying benefits or payment on account of one of these benefits or entitlements.

No Go to **question 36**

Yes

Tell us which benefit or entitlements you are getting.

Income Support

Jobseeker's Allowance
(income-based)

Employment and Support
Allowance (income related)

Pension Credit

27 Has a partner or an ex-partner received:

- Income Support
- Income based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Pension Credit, or
- payment on account of one of these benefits or entitlements

for you, in the last 26 weeks?

No Go to **question 28**

Yes

Tell us about this person if different from the person you have told us about in the 'About your partner' section)

Their name

Their date of birth

DD/MM/YYYY

Their National Insurance (NI) Number

Their address

Postcode

Date of separation

28 Have you made this claim because you have separated from someone?

No Go to **question 29**

Yes

Tell us about the person you have separated from

Their name

Their date of birth

DD/MM/YYYY

About money you have to pay out

29 Please tell us about any money that you or your partner have to pay out regularly, do not include things like gas and electric or food bills.

There is more information about what payments to tell us about in the notes.

Payment 1

Who do you pay the money to?

How much are you paying?

£

How often do you pay?

Every week

Every fortnight

Every month

How much is owed?

£

Payment 2

Who do you pay the money to?

How much are you paying?

£

How often do you pay?

Every week

Every fortnight

Every month

How much is owed?

£

Payment 3

Who do you pay the money to?

How much are you paying?

£

How often do you pay?

Every week

Every fortnight

Every month

How much is owed?

£

Payment 4

Who do you pay the money to?

How much are you paying?

£

How often do you pay?

Every week

Every fortnight

Every month

How much is owed?

£

About your savings

30 Do you or your partner have any savings?

There is more information about what savings to include in the notes.

No

Yes

How much savings do you have?

£

Getting your money



If you want to use the account you usually get your benefits paid into, please go straight to question 36. There is more information on how we pay you your money in the notes.

If you want us to pay your Social Fund payment into a different account, tell us about this below.

It is very important you fill in all the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on your chequebook or bank statements.

If you do not know the account details, ask the bank or building society.

31 Name of the account holder

Exactly as it is shown on the chequebook or statement.

32 Name of the bank or building society

33 Sort code

Tell us all 6 numbers, for example 12-23-56.

— — —

34 Account number

This must be between 6 and 10 numbers.

35 Building society roll or reference number

You may get other benefits and entitlements we do not pay into an account. If you want us to pay them into the above account, please tick this box.

If you do not have an account, and do not intend to open one, please tick the box below and we will contact you.

I do not have a bank or building society account, and do not intend to open one.

For people filling and signing this form for someone else

36 Have you filled this form in for someone else?

No Go to **Declaration, page 8**

Yes

37 Please tell us why you are filling in and signing this form for someone else.

I am sending a letter signed by the claimant with this form. The letter tells you that they agree to me making the claim for them.

Now sign this form.

I am their appointee.

I have power of attorney.

38 Tell us about yourself

Your full name

Your date of birth

DD/MM/YYYY

Your address

Postcode

Your phone number (please include dialling code).

What is this number?

Home

Work

Mobile

Declaration

By signing this application you agree that the information you have given is complete and correct.

If you give wrong or incomplete information:

- we may stop or reduce your benefit
- you may be paid too much benefit and have to pay this back
- you may have to pay a financial penalty
- we may prosecute you.

If we pay you less than we should, we may pay you the money that we owe you.

I understand that I can only apply for the items and/or expenses listed in Question 25, page 3 of this application form.

This is my application for a Budgeting loan.

The person who made the claim for Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit and who gets paid that benefit should sign and date this form.

Benefit recipient signature or appointee signature

Date (DD/MM/YYYY)

What to do now

- Look through this form and check you have answered all the questions and given all the information requested. **Your application may be delayed if we do not have all the information we need.**
- If you have made any alterations, please make sure you initial and date them.
- Check you have signed and dated the form above.
- Refer to the Notes to find out where you should send your completed form to.