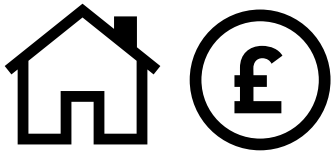


Deputy report form



Property and financial decisions

How to complete this form

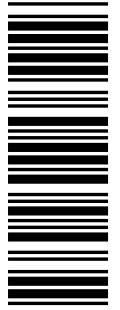
PLEASE WRITE IN CAPITAL LETTERS USING A BLACK PEN

Mark your choice with an X

If you make a mistake, fill in the box completely and then mark the correct choice with an X

If a question does not apply to you, leave it blank and go to the next question

Cymraeg: this form is also available in Welsh. Email customerservices@publicguardian.gsi.gov.uk



How to fill in this form

Make sure you've got:

- financial records (for example, bank statements or spreadsheets)
- your record of any decisions you've made for the client
- your record of anyone you've contacted for the client

More than one deputy?

You only need to fill in one copy of this form. This applies if you make decisions together (called 'jointly') or separately and together (called 'jointly and severally'). However, you should consult the other deputies and make sure they see a copy of your report before you send it to OPG.

More information

Make sure you answer the questions in this form as fully as possible. We may still need to contact you for more information – by telephone, email, in writing or by arranging a visit.


Your privacy

We will treat any information you give us in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This means we won't give it to anyone else unless we have a safeguarding concern or we have to apply to the Court of Protection, when it would be available to anyone involved in the court proceedings. Find out more: go to GOV.UK and search for "OPG privacy".

'You' and the 'client'

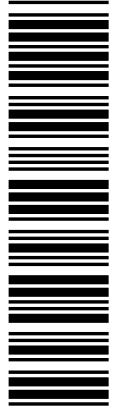
Where you see the word 'you' in this form, it means the deputy who is filling in the deputy report form. Where you see the word 'client', it means the person you were appointed to help make decisions for.

**Get started on the
next page...**





Deputy report for property and financial decisions



Section 1 Deputy and client information

Case number

Where to find this number
Every letter from us will have your case number: look for 'OPG reference'.

Reporting period

Start date

Day Month Year

End date

Day Month Year

Your reporting period
Check the letter that came with this form: your reporting period is highlighted in **bold**.

Deputy details

First names

Last name

Address

Postcode

Telephone number

Email (optional)

Client details

First names

Last name

Address

Postcode

Telephone number (optional)



Has the client's mental capacity to make financial decisions:

changed stayed the same

If the client's mental capacity to make financial decisions changed, tell us more here.

When was the client's mental capacity to make decisions last assessed by a professional (such as a psychiatrist or social worker)?

Month

Year

Significant decisions

List the decisions you made, such as about buying or selling property, making gifts or paying for care. Tell us how you involved the client in those decisions. If you couldn't, tell us why under 'client involvement'.

Deputy decisions

Client involvement

Need more space? Use the extra sheet supplied with this form.

Check this box if you did not make any significant decisions, and tell us why.



Section 3

People you consulted

Helpline
0300 456 0300



Give details of people who helped you make significant decisions as a deputy, such as an accountant, solicitor or the client's family members.

For example: "John Smith", "Accountant", "To prepare accounts for the deputy report"

Full name <input type="text"/>	Relationship to the client <input type="text"/>
Address <input type="text"/> <input type="text"/> <input type="text"/>	Why did you consult them? <input type="text"/>
Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Full name <input type="text"/>	Relationship to the client <input type="text"/>
Address <input type="text"/> <input type="text"/> <input type="text"/>	Why did you consult them? <input type="text"/>
Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Full name <input type="text"/>	Relationship to the client <input type="text"/>
Address <input type="text"/> <input type="text"/> <input type="text"/>	Why did you consult them? <input type="text"/>
Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Check this box if you did not consult anyone, and tell us why.

Need to add more people? Use the extra sheet supplied with this form.



Section 4

Safeguarding

Helpline
0300 456 0300



Tell us about how the client is cared for and what contact they have with you and other people. We need to know how you check whether their needs are met. We ask this because the Office of the Public Guardian has a duty to protect people who don't have the mental capacity to make decisions for themselves.

Contact with the client

Do you live with the client?

Yes No

If No, how often do you or other deputies contact the client?

	Visits	Phone and video calls	Letters and emails
Every day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least once a week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least once a month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than twice a year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Once a year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Less than once a year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How often does the client see other people?

Think about people (other than those who live with the client or work where they live) who would tell you if they had a concern about the client.

Every day At least once a month Once a year
 At least once a week More than twice a year Less than once a year

Is there anything else you want to tell us about the client's contact with other people? (optional)



Section 4 – safeguarding – continued

Care arrangements

Does the client get care that is paid for?

This includes private residential care or home visits from a care worker – but not help from unpaid carers such as family and friends.

Yes No

If Yes, how is the care funded?

- Client pays for all their own care
- Client gets some financial help (for example, from the local authority, the council or the NHS)
- All care is paid for by someone else (for example, by the local authority, the council or the NHS)

Who is doing the caring?

For example, local authority or private residential care, live-in or visiting care workers

If there is a care plan, when was it last reviewed?

Month Year

There is no care plan

Benefits

When did you last check that the client gets all the benefits they should have?

For example, Attendance Allowance, Disability Living Allowance

Month Year

I am checking this now

Income received by a third party

Tell us about any income someone other than you receives on behalf of the client.

For example, benefits paid directly to a care home or a family member by the Department for Work and Pensions

No income is received this way

Type of income

Amount

£



Client's accounts and assets

Section 5: the client's main bank account

Use section 5 to tell us about the main bank account or accounts you use regularly to receive money and make payments on behalf of the client. For most people, this is the client's current account, and they usually just have one.

You will need to give more detail for some payments in or out. Those are marked with an **i** on pages 8, 10 and 11.

Section 5: more than one account?

If the client has more than one account you use regularly, use the extra sheets (make copies if you need to).

Don't use section 5 for any other accounts that you use for savings only, such as investment bonds or ISAs. List these in section 6 (client's assets and debts). If the client has a savings account that you make payments from, fill in a copy of section 5 for this account.

Section 6: client's assets and debts

If the client has any of these assets, you will have to give us more information.

You can use this checklist to help you prepare for section 6.

- Property (page 13)
- Savings accounts and cash ISAs (page 14)
- Court Funds Office accounts (page 14)
- Investments (managed under an investment portfolio) (page 14)
- Stocks and shares (not managed under an investment portfolio) (page 15)
- Premium bonds (page 16)
- Vehicles (page 16)
- Cash in hand (page 16)
- Assets held outside England and Wales (page 16)
- Other valuable assets (page 17)
- Assets held in trust (page 18)

If the client owes any money, for example care fees, loans or credit cards, list them on page 19.

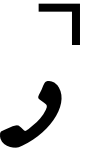
You should also tell us on page 19 if you have had independent financial advice on behalf of the client.



Section 5

Bank accounts

Helpline
0300 456 0300



Summary of money paid in

List the income going into the client's main bank account.

Bank/building society name <input type="text"/>	Account type <input type="text"/>
Branch sort code <input type="text"/> - <input type="text"/> - <input type="text"/>	Last four digits of account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

i If you write in a row with this symbol, give more information on the next page.

Client's money paid in		Total for reporting period
Attendance Allowance	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Disability Living Allowance or Personal Independence Payment	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Employment Support Allowance or Incapacity Benefit	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Housing Benefit	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Income Support or Pension Credit	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Severe Disablement Allowance	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Universal Credit	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other benefits, eg, Winter Fuel or Cold Weather Payments (total)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account interest	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Bequests, eg, inheritance, gifts received	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Income from investments, dividends or property rental	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Personal pensions (total)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Refunds	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Salary or wages (after tax)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
State Pension	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
i Compensation or damages awards	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
i Sale of investments, property or assets (total)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
i Transfers in from client's other accounts	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
i Other money paid in and not listed above (total)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
TOTAL		£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

More than one account? Use the extra sheets supplied with this form.



Section 5 – bank accounts – continued

If you have written anything in a row marked **i** on page 7, give more detail below.

More detail on money paid in

Last four digits of account number

--	--	--	--

i Compensation or damages awards, sale of investments, property or assets, and other money in

Description (if sale of property, give address)

Date(s)

Value

Description (if sale of property, give address)	Date(s)	Value

i Transfers in from client's other accounts

Description (include last four digits of the account)

Date(s)

Value

Description (include last four digits of the account)	Date(s)	Value



Section 5 – bank accounts – continued

Summary of money paid out

List the payments going out of the client's main bank account.

Last four digits of account number

--	--	--	--



If you write in a row with this symbol, give more information on the next page.

Client's money paid out	Total for reporting period
Accommodation costs, eg, rent, mortgage, service charges	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Care fees or local authority charges for care	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Debt payments, eg, loans, cards, care fee arrears	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Deputy's security bond	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Holidays or day trips	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Household bills, eg, water, gas, electricity, phone, council tax	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Insurance, eg, life, home and contents, pet	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Office of the Public Guardian fees	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Tax payable to HMRC, eg, tax on income from letting a property	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Travel costs for client, eg, bus, train, taxi fares	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Client's personal allowance	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Cash you have withdrawn	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Professional fees, eg, solicitor or accountant fees	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Deputy's expenses	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Gifts	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Transfers out to client's other accounts	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Major purchases, eg, property, vehicles	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Property maintenance or improvement	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
New investments, eg, buying shares, new bonds	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Other money paid out and not listed above (total)	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
TOTAL	£ <input style="width: 60px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> . <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

More than one account? Use the extra sheets supplied with this form.



Section 5 – bank accounts – continued

If you have written anything in a row marked **i** on page 9, give more detail below.

More detail on money paid out

Last four digits of account number

--	--	--	--

i Cash you have withdrawn

Description	Date(s)	Value

i Professional fees and any deputy expenses

Description	Date(s)	Value

i Gifts (to other people or donations to charities)

Description (eg, "Red Cross charity", "Niece, 21st birthday")	Date(s)	Value



Section 5 – bank accounts – continued

If you have written anything in a row marked **i** on page 9, give more detail below.

More detail on money paid out

Last four digits of account number

--	--	--	--

i Transfers out to client's other accounts

Description (include last four digits of the account)

Date(s)

Value

Description (include last four digits of the account)	Date(s)	Value

i Major purchases (for example, property, vehicles) and property maintenance or improvement; new investments (for example, buying shares, new bonds) and any other expenses

Description

Date(s)

Value

Description	Date(s)	Value



Section 5 – bank accounts – continued

Balancing the account

Show us how the money going in and out of the client’s main bank account balances against the bank statement.

Last four digits of account number

Opening balance for reporting period
(as shown on bank statement)

£

Box 1

Total money paid in
(as shown at the bottom of page 7)

£

Box 2

Sub-total 1
(box 1 plus box 2)

£

Box 3

Total money paid out
(as shown at the bottom of page 9)

£

Box 4

Sub-total 2
(box 3 minus box 4)

£

Box 5

Closing balance for reporting period
(as shown on bank statement)

£

Box 6

If the figures in box 5 and box 6 are different, tell us why (for example, if you’ve rounded up or down any amounts or you have used a different date on the bank statement).

If the dates used to calculate the opening and closing balances are different from the reporting period shown on page 1, write the dates you used below.

From
Day
Month
Year

To
Day
Month
Year

Tell us why the dates are different.



Section 6

Client's assets and debts

Helpline
0300 456 0300



Property

Address

Postcode

--	--	--	--	--	--	--	--

Who lives at this property?

- Client
- Client's spouse/partner/civil partner
- Client's parent(s)
- Client's children/other dependants
- Property is empty
- Other (for example, private tenant)

If other, tell us more.

Is the property fully or part-owned by the client?

- Fully owned Part-owned

If part-owned, what is the client's share of the property?

--	--

 %

Is the property subject to an equity release scheme?

- Yes No

Estimated total / full value of property

£

--	--	--	--	--	--	--	--	--	--

 .

0	0
---	---

Is there an outstanding mortgage?

- Yes No

If Yes, how much is there left to pay?

£

--	--	--	--	--	--	--	--	--	--

 .

0	0
---	---

Are there any other charges on the property?

For example, local authority charge to recover care fees

- Yes No

Is the property rented out?

- Yes No

If Yes, when does the rental agreement end?

--	--

 /

--	--	--	--

Month Year

Rental income (per month)

£

--	--	--	--	--	--

 .

0	0
---	---

More than one property? Use the extra sheets supplied with this form.



Section 6 – client assets and debts – continued

Savings accounts and cash ISAs

For example, savings accounts, investment bonds, cash ISAs, national savings certificates

Bank/building society name	Last four digits of account	Closing balance at the end of reporting period
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Court Funds Office accounts

Account number	Date of valuation	Value
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Year	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Year	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Investments (managed under an investment portfolio)

For example, unit trusts, open-ended investment companies

Company name	Date of valuation	Total value
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Year	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Year	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



Section 6 – client assets and debts – continued

Stocks and shares (not managed under an investment portfolio)

Don't include shares that are part of another investment.

Description

Number held

Date of estimate

Month

Year

Total estimated value

£ .00

Description

Number held

Date of estimate

Month

Year

Total estimated value

£ .00

Description

Number held

Date of estimate

Month

Year

Total estimated value

£ .00

Description

Number held

Date of estimate

Month

Year

Total estimated value

£ .00

Description

Number held

Date of estimate

Month

Year

Total estimated value

£ .00

More stocks and shares? Use the extra sheets supplied with this form.



Section 6 – client assets and debts – continued

Premium bonds

Date of valuation		Total value
<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Month	Year	. <input type="text"/> <input type="text"/>

Vehicles

For example, cars, caravans, motor homes, boats, motorbikes

Details (make, model number, year of registration)	Total value or estimate
<input type="text"/>	£ <input type="text"/>
	. <input type="text"/> <input type="text"/>

Cash in hand

Amount of cash held at the end of the reporting period:	Value
	£ <input type="text"/>
	. <input type="text"/> <input type="text"/>

Assets held outside England and Wales

For example, property, investments

Details	Total value or estimate
<input type="text"/>	£ <input type="text"/>
	. <input type="text"/> <input type="text"/>
	Date of valuation or estimate
	<input type="text"/>
	Month
	<input type="text"/>
	Year

If you are planning to do anything with these assets in the future, tell us here.



Section 6 – client assets and debts – continued

Other valuable assets

For example, artworks, collections or anything you or the client has insured separately

Brief description of item	Date of valuation		Value
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/> Month	<input type="text"/> Year	£ <input type="text"/> . <input type="text"/> <input type="text"/>





Assets held in trust

A trust is a way of managing assets (money, investments, land or buildings) for someone who can't handle their own affairs.

Have any of the client's assets been placed in a trust in this reporting period or in the past?

We need to know details of the trustees (the people who manage the trust), any other beneficiaries (people who benefit from the trust) and the value of the assets in the trust. (This can be an estimated value.)

Yes (tell us more) No

Has the client received any income or capital from a trust in the reporting period?

If so, tell us how much. £

--	--	--	--	--	--	--	--	--	--

 .

0	0
---	---

Have the trustees sent you accounts for the trust?

Yes No

If Yes, what is the date of these accounts?

--	--

--	--

--	--	--	--

Day Month Year

If you do not have copies of the trust deed(s), ask the trustees to send some to you. It's a good idea to have copies for your records, and we may need to see them as well.





Financial advice

Have you taken independent financial advice on behalf of the client?

Some deputies' court orders state that they must take financial advice on behalf of their client. Even if your court order doesn't mention financial advice, you should make sure your client is getting the most out of their assets and investments.

Yes No

If Yes, when?

Month Year

Debts owed by the client

Don't tell us about amounts left to pay on a mortgage. Go back to page 13 to give us this information.

Debts owed

Total value

Care fees (not charged to property)	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
Credit cards	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
Loans	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
Others (please state below)	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>





Do you expect to make any significant financial decisions on behalf of the client in the next 12 months?

For example, the client moving to other accommodation, buying or selling property or making adaptations to their home, changing their investments, taking funds out of the Court Funds Office, seeking NHS continuing care funding, making large gifts (such as a 21st birthday present for their child)

Yes (tell us more) No

Do you have any concerns about your deputyship?

For example, paying care home fees if the client's money runs low, managing the client's property, making gifts, other family members' involvement with the client's funds, what expenses you can claim

Yes (tell us more) No



Section 8

Deputy's declaration

Helpline
0300 456 0300



I confirm that the information I have given in this report is true and correct to the best of my knowledge and belief. I understand I have obligations to the Court of Protection and the Office of the Public Guardian and that if I knowingly provide false or misleading information there may be legal consequences.

I am signing this report on behalf of myself and each of the deputies named in the court order (unless I have stated otherwise and provided reasons).

I confirm that I have had regard to the Mental Capacity Act 2005, its Code of Practice and the court order in this case. I understand the duties and obligations placed on me.

Deputy's signature

Date

Day

Month

Year

Check this box if you are not signing on behalf of all deputies (if there is more than one deputy).

Tell us why.

Send to:

**Office of the Public Guardian
PO Box 16185
Birmingham B2 2WH**



Extra sheets

If you need to, you can make extra photocopies of these sheets to send with your report.

Extra sheets available:

- Section 2 – Significant decisions
- Section 3 – People you consulted
- Section 5 – Bank accounts
- Section 6 – Client’s assets and debts

This page is not part of the form



Decisions made over the reporting period

Significant decisions

Deputy decisions

--

Client involvement

--



Section 3 – extra sheet

People you consulted

Full name

Address

Postcode

Relationship to the client

Why did you consult them?

Full name

Address

Postcode

Relationship to the client

Why did you consult them?

Full name

Address

Postcode

Relationship to the client

Why did you consult them?

Full name

Address

Postcode

Relationship to the client

Why did you consult them?



Section 5 – extra sheet

Bank accounts

Summary of money paid in

List the income going into the client's main bank account.

Client's name <input type="text"/>	
Bank/building society name <input type="text"/>	Account type <input type="text"/>
Branch sort code <input type="text"/> - <input type="text"/> - <input type="text"/>	Last four digits of account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

i If you write in a row with this symbol, give more information on the next page.

Client's money paid in		Total for reporting period
Attendance Allowance	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Disability Living Allowance or Personal Independence Payment	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Employment Support Allowance or Incapacity Benefit	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Housing Benefit	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Income Support or Pension Credit	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Severe Disablement Allowance	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Universal Credit	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other benefits, eg, Winter Fuel or Cold Weather Payments (total)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account interest	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Bequests, eg, inheritance, gifts received	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Income from investments, dividends or property rental	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Personal pensions (total)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Refunds	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Salary or wages (after tax)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
State Pension	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
i Compensation or damages awards	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
i Sale of investments, property or assets (total)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
i Transfers in from client's other accounts	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
i Other money paid in and not listed above (total)	£	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
TOTAL £		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



Section 5 – continued – extra sheet

If you have written anything in a row marked **i** on page 7, give more detail below.

More detail on money paid in

Last four digits of account number

--	--	--	--

i Compensation or damages awards, sale of investments, property or assets, and other money in

Description (if sale of property, give address)

Date(s)

Value

Description (if sale of property, give address)	Date(s)	Value

i Transfers in from client's other accounts

Description (include last four digits of the account)

Date(s)

Value

Description (include last four digits of the account)	Date(s)	Value



Section 5 – continued – extra sheet

Summary of money paid out

List the payments going out of the client's main bank account.

Last four digits of account number

--	--	--	--



If you write in a row with this symbol, give more information on the next page.

Client's money paid out	Total for reporting period
Accommodation costs, eg, rent, mortgage, service charges	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Care fees or local authority charges for care	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Debt payments, eg, loans, cards, care fee arrears	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Deputy's security bond	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Holidays or day trips	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Household bills, eg, water, gas, electricity, phone, council tax	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Insurance, eg, life, home and contents, pet	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Office of the Public Guardian fees	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Tax payable to HMRC, eg, tax on income from letting a property	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Travel costs for client, eg, bus, train, taxi fares	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Client's personal allowance	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
i Cash you have withdrawn	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
i Professional fees, eg, solicitor or accountant fees	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
i Deputy's expenses	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
i Gifts	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
i Transfers out to client's other accounts	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
i Major purchases, eg, property, vehicles	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
i Property maintenance or improvement	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
i New investments, eg, buying shares, new bonds	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
i Other money paid out and not listed above (total)	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
TOTAL	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>



Section 5 – continued – extra sheet

If you have written anything in a row marked **i** on page 9, give more detail below.

More detail on money paid out

Last four digits of account number

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i Cash you have withdrawn

Description	Date(s)	Value

i Professional fees and any deputy expenses

Description	Date(s)	Value

i Gifts (to other people or donations to charities)

Description (eg, "Red Cross charity", "Niece, 21st birthday")	Date(s)	Value



Section 5 – continued – extra sheet

If you have written anything in a row marked **i** on page 9, give more detail below.

More detail on money paid out

Last four digits of account number

--	--	--	--

i Transfers out to client's other accounts

Description (include last four digits of the account)

Date(s)

Value

Description (include last four digits of the account)	Date(s)	Value

i Major purchases (for example, property, vehicles) and property maintenance or improvement; new investments (for example, buying shares, new bonds) and any other expenses

Description

Date(s)

Value

Description	Date(s)	Value



Section 5 – continued – extra sheet

Balancing the account

Show us how the money going in and out of the client’s main bank account balances against the bank statement.

Last four digits of account number

Opening balance for reporting period
(as shown on bank statement)

£

Box 1

Total money paid in
(as shown at the bottom of page 7)

£

Box 2

Sub-total 1
(box 1 plus box 2)

£

Box 3

Total money paid out
(as shown at the bottom of page 9)

£

Box 4

Sub-total 2
(box 3 minus box 4)

£

Box 5

Closing balance for reporting period
(as shown on bank statement)

£

Box 6

If the figures in box 5 and box 6 are different, tell us why (for example, if you’ve rounded up or down any amounts or you have used a different date on the bank statement).

If the dates used to calculate the opening and closing balances are different from the reporting period shown on page 1, write the dates you used below.

From

Day

Month

Year

To

Day

Month

Year

Tell us why the dates are different.



Section 6 – extra sheet

Client's assets and debts

Property

Address

Postcode

--	--	--	--	--	--	--	--

Who lives at this property?

- Client
- Client's spouse/partner/civil partner
- Client's parent(s)
- Client's children/other dependants
- Property is empty
- Other (for example, private tenant)

If other, tell us more.

Is the property fully or part-owned by the client?

- Fully owned Part-owned

If part-owned, what is the client's share of the property?

%

Is the property subject to an equity release scheme?

- Yes No

Estimated total / full value of property

£ .

Is there an outstanding mortgage?

- Yes No

If Yes, how much is there left to pay?

£ .

Are there any other charges on the property?

For example, local authority to recover care fees

- Yes No

Is the property rented out?

- Yes No

If Yes, when does the rental agreement end?

Month Year

Rental income (per month)

£ .



Section 6 – continued – extra sheet

Stocks and shares (not managed under an investment portfolio)

Don't include shares that are part of another investment.

Description

Number held

Date of estimate

Month

Year

Total estimated value

£ .

Description

Number held

Date of estimate

Month

Year

Total estimated value

£ .

Description

Number held

Date of estimate

Month

Year

Total estimated value

£ .

Description

Number held

Date of estimate

Month

Year

Total estimated value

£ .

Description

Number held

Date of estimate

Month

Year

Total estimated value

£ .

