



Get help with paying power of attorney fees

Use this form if you are applying to register a lasting power of attorney (LPA) or an enduring power of attorney (EPA).

You can apply for either:

- exemption - pay none of the power of attorney fees
- remission - pay half the power of attorney fees

Where to send the completed form

Post to:

Office of the Public Guardian
PO Box 16185
Birmingham
B2 2BH

Power of attorney fees

The fee to register a lasting power of attorney (LPA) or an enduring power of attorney (EPA) is paid when you send the power of attorney form to the Office of the Public Guardian (OPG). In some circumstances, a donor is entitled to pay less than the full fee for their power of attorney.

A **remission** means the fee is reduced by 50%, and is based on their circumstances.

An **exemption** means the donor doesn't have to pay any fee. This is usually because they receive certain means-tested benefits.

How much will I pay with a remission?

If you are entitled to a remission, you will pay £46 to apply to register an LPA or an EPA.

If you are making a repeat LPA application and are entitled to a remission, as agreed by OPG, you will pay £23 for an LPA or an EPA.

Exemption - paying no fee

The donor may not have to pay power of attorney fees if they get certain means-tested benefits, and they have not been awarded personal injury damages of more than £16,000. If they have been awarded personal injury damages of more than £16,000, and this amount was ignored when they were assessed for the benefit, they will have to pay a fee.

Damages awards includes payments provided as a result of criminal or medical negligence.

Acceptable Evidence

You must send us evidence of means-tested benefits which includes the donor's title, full name, address and postcode. The exact type is listed below for each benefit.

We will also need a letter or notification from the benefit provider confirming the amount the donor has received.

Evidence must be submitted at the same time the power of attorney is sent to OPG and must be for the correct financial year. A financial year is the period between 1 April and 31 March.

Means-tested benefits	Evidence accepted
Guarantee Credit element of Pension Credit	Full breakdown specifying guaranteed element, showing amount and dates received
Income-based Employment and Support Allowance	Full breakdown showing income related element of ESA, with amount and dates received
Income-based Job-Seeker's Allowance OR Income support OR Housing benefit	Entitlement letter showing amount and dates received
Council tax benefit	Entitlement letter showing amount and dates received, not the 25% single person discount and other exemptions on medical grounds
Local Housing Allowance	Entitlement letter showing amount and dates received
Working Tax Credit, combined with	Full breakdown showing working tax credit with a combination of one of the following: <ul style="list-style-type: none">• Child Tax Credit• Disability element• Severe disability element

Remission - paying half the fee

You may only have to pay half of the fee if the donor's annual income before tax is £12,000 or less.

Acceptable evidence

The evidence you send must confirm the donor's income type and amount. Proof must include the donor's title, full name, last known address and postcode.

Proof must be submitted for the correct financial year. A financial year is the period between 1 April and 31 March.

We do not accept bank statements as the sole proof of income without supporting documentation from the benefit or payment provider

Type Of Income	Proof Of Income
Paid employment	The last three consecutive wage slips from current employment
Self-employment	Most recent tax return (self assessment) or most recent HMRC tax calculation
Non-means-tested benefits	Such as Attendance Allowance (AA), Disability Living Allowance (DLA) and Personal Independence Payment (PIP) – an official letter or notice from the payer
State, private or occupational pensions including pension drawdown	A P60, letter or notification from the pension provider, or two consecutive payment advice slips confirming the gross amount paid
Interest and dividends from savings, capital, stocks, shares or bonds	Statements, vouchers or tax certificates showing total income before tax

There are more types of income listed on the next page.

Type Of Income	Proof Of Income
Property rental income	Copies of tenancy agreements or leases for each property showing the rent amount currently being paid and the frequency Most recent tax return or most recent HMRC tax calculation
Income received by the donor from individuals such as a lodger, tenant, non-dependent children, relative etc.	Copies of rental statements paid to the donor
Universal Credit (If the donor receives Universal Credit and their total annual income before tax is no more than £12,000, a 50% remission may be granted.)	Twelve months of statements from the department of Work and Pensions (DWP) or a print screen for each of the 12 months from www.gov.uk/sign-in-universal-credit
If the donor has no income	Signed statement explaining how they support themselves financially

Hardship

If the donor does not qualify for a fee exemption or remission, but paying fees would cause financial hardship, you can write to us to request a fee reduction. This is called a hardship application.

If you want to submit a hardship application include a written request with the power of attorney applications and the LPA120 form. We will then request the relevant information from you.

Review of exemption and remission decisions

If your application has been rejected and you have reason to believe it shouldn't have, you can request a review of the decision.

The request must be received within 28 days of the date of the letter that stated the outcome of your original application. It must be made in writing, giving the reasons you are requesting the review. You should enclose any documents you believe will support your request.

We will review the request and decide whether there is enough evidence for the original decision to be reversed or amended. We will notify you of the decision within 21 days. If a fee is still payable, you will also be notified of this.

You cannot make further requests for a review of the same application.

Please note:

If we do not receive the evidence needed to support your application or the evidence received does not meet the requirements, we may refuse it.

We may ask for more evidence to support your application. If you do not supply this, your application may be declined, and you will have to pay the full fee for your LPA.

How to apply

Please post the LPA120 form and supporting evidence to

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

If you have any queries, please contact us via:

Telephone 0300 456 0300

Open 9am to 5pm weekdays, except Wednesday 10am to 5pm

Relay UK (if you cannot hear or speak on the phone): 18001
0300 123 1300

Calling from outside the UK: +44 (0)203 518 9639



You must send us your LPA120 application and supporting evidence at the same time you send your power of attorney to apply for registration.

We can accept scanned or photographic copies of the LPA120 and supporting evidence.

Please ensure all submissions are clear and easy to read.

How to pay

Online using a debit or credit card

If you make your LPA using the digital LPA tool, you can make a secure online payment by credit or debit card.

By phone using a debit or credit card

If you would like to pay this way, please say so in your application form or covering letter and we will contact you.

Cheque payment

Please make your cheque payable to 'Office of the Public Guardian' and write the donor's full name on the back.

Welsh and alternative formats

To ask for this form in Welsh, Braille, audio or large print, email us at:

customerservices@publicguardian.gov.uk

Please include your address and the format you need.



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Section 1 Your details

Title

Full name

Address

Postcode

Phone (to include mobiles)

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Email

If you are not the donor, please state your role on the LPA or EPA or your relationship to the donor

- ☐ Attorney on the LPA or EPA
- ☐ Correspondent on the LPA or EPA
- ☐ Other (please specify below)

If you are not the donor, please state the donor's name and address

Title

Full name

Address

Postcode

Section 2

The application

Which fee are you applying for help to pay?

- ☐ LPA for property and financial affairs
- ☐ LPA for health and welfare
- ☐ EPA
- ☐ Repeat application for an LPA for property and financial affairs
- ☐ Repeat application for an LPA for health and welfare

If you are making a repeat application, please provide any LPA reference numbers

You can find these on the letters we have sent you.

You must include any LPAs or EPA you want to register along with this application in the envelope

- ☐ Yes, I have enclosed all the documents I wish to register

If you are applying for an exemption (to pay no fee), go to Section 3.

If you are applying for a remission (to pay half a fee), go to Section 4.

Section 3

Apply for a fee exemption

If the donor receives any of the following benefits they may not have to pay a fee for their power of attorney. They must provide evidence to support this.

Please answer all questions in this section.



You cannot apply for a fee exemption based on:

Disability Living Allowance (DLA),
Attendance Allowance (AA) or
Personal Independence Payment (PIP).

Which of these benefits does the donor receive?

- ☐ Income support
- ☐ Income-based Jobseeker's Allowance (ESA)
- ☐ Income-based Employment and Support Allowance (JSA)
- ☐ Guarantee Credit element of State Pension Credit
- ☐ Housing Benefit
- ☐ Working Tax Credit but only when:
 - Child Tax Credit is being paid to the donor, or to a couple which includes the donor and / or
 - There is a disability premium or severe disability premium (or both) to the Child Tax Credit received by the donor
- ☐ Council Tax support / Council Tax reduction (this does not include disability or inoccupancy discount or Class U exemption)

Has the donor received personal injury damages?

If the donor has been awarded personal injury damages of more than £16,000 which were ignored when they were assessed for one of the above benefits, they won't qualify for an exemption.

Please confirm one of the following statements

- ☐ The donor did not receive any personal injury payments
- ☐ The personal injury payments the donor received were less than £16,000
- ☐ The payments were more than £16,000, but were ignored when the donor was assessed for means-tested benefits

Section 4

Apply for a fee remission

If the donor's total annual income before tax (gross annual income) is less than £12,000, they may be eligible to pay half a fee. They must provide evidence to support this.

- ☐ I confirm the donor's income is less than £12,000 before tax



To apply for a remission on the fee you **must** send us evidence of the donor's income before tax

Please complete the table below confirming the donor's income from all sources.

Payment or Benefit Provider	Total Annual Receipt
Attendance Allowance	
Disability Living Allowance	
Personal Independence Allowance (PIP)	
Contribution-Based Employment Support Allowance (ESA)	
Pension Savings Credit	
State Pension	
Private Pensions	
Property rental income	
Income from employment	
Interest from capital investments and savings	
Universal Credit	
Other form of income	
Total	

If you have any other form of income, confirm its source


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Section 5

Declaration

I declare that the information I have given is true to the best of my knowledge.

I enclose evidence to support this application for a reduction of lasting power of attorney fees.

 Bank statements cannot be accepted as evidence without supporting documentation from the benefit or payment provider

Signature

Name

Date signed

Day

Month

Year