

Income and Expenditure Form

Please complete the enclosed Income and Expenditure form with details of your income, other borrowing and spending, along with your offer of repayment. Where possible please fill in the income and expenditure for the whole household, so we can get an accurate picture of your financial situation.

Once you have completed the form you can either:

E-mail it back to us - customers@arceurope.co.uk

Call us and provide info over the phone - **01932 251000 and select option 2**

Post it back to us - **(ARC Europe Ltd) Kent House, Churchfield Road, Walton-On-Thames, Surrey, KT12 2TU**

Important

Before completing this form please make sure that all your priority bills are being paid first. If you are all up to date with any priority bills listed below or have payment plans in place to pay these then please fill in this form. If you have outstanding priority bills and do not have payment plans in place then please give us a call.

If you have already agreed a repayment amount with your priority creditor(s), enter this in the Agreed monthly payment (if applicable) box on page 3 under priority creditors.

It is important to deal with your priority debts first because these creditors have more power to get their money back. This means that you may risk losing a possession, such as your home or car, or an important service, such as your gas and electricity supply. (please see list of all priority debts below)

Type of debt	Some of the possible actions that creditors Could take if you are behind with your payments
Mortgage arrears	Repossess your home
Secured loan and secured overdraft arrears	Repossess your home
Rent arrears	Evict you from your home.
Council tax arrears (in Scotland this includes any water charges collected with the council tax bill)	Use bailiffs (also known as enforcement agents) or a sheriff officer, or make deductions from your wages or benefits. In England and Wales, imprisonment is sometimes also possible.
Rates arrears (Northern Ireland only)	Petition for your bankruptcy.
Gas or electricity arrears	Cut off your supply
Magistrates' court fine arrears	Use of bailiffs (also known as enforcement agents), a deduction from your wages or benefits, clamping your vehicle or imprisonment.
Sheriff court fine arrears (Scotland only)	Deductions from some benefits or wages, freezing your bank account, a supervised attendance order, taking your vehicle or imprisonment.
Child maintenance arrears (this will depend on how and by whom your child maintenance was arranged)	Possible action could include the use of bailiffs (also known as enforcement agents), a deduction from your wages or benefits, a deduction from your bank account or court action. In some cases, your driving licence could be taken away or you could be sent to prison.
Benefit overpayments	Deductions from most types of benefits or from your wages and court action.
Tax credit overpayments	Deductions from your wages, ongoing tax credit or Universal Credit awards, through your tax payments or court action. In England and Wales, deductions can also be made directly from your bank account in some cases.
Income tax, National Insurance and VAT arrears	Use of bailiffs (also known as enforcement agents) or bankruptcy. In England and Wales, deductions can also be made directly from your bank account in some cases.
Hire-purchase or conditional-sale arrears	Repossess the goods or get a court order to make you hand them back.
TV licence arrears	Magistrates' court fine or sheriff court fine (see above sections for information about what this can mean).

