

## **Guidance notes for completion of Statement of Financial Circumstances non - residential care services**

**\*Please note we require written evidence of the information listed on the form\***

### **Section A**

Enter Name, Date of Birth and contact details as requested. **It is important to record your National Insurance Number in this section also.**

### **Section B**

If you do not wish to disclose your financial details and opt to pay the full cost of the services you receive you need only complete section A and sign section B.

### **Section C**

The declaration should be signed by the Service User or person who is Power of Attorney or Appointee. If signing on behalf of the Service User we require all your contact details in this section and supply supporting documentation to confirm you are allowed to act on the Service User's behalf. This is an undertaking confirming all the information supplied on the form is accurate and that the individual agrees to pay the assessed charge. This section also authorises Buckinghamshire County Council to contact The Department of Work and Pensions to confirm the State Benefit amounts entered on the form.

### **Section D**

In this section you should list all your savings and investment details. We require to see written proof to support the amounts entered. The list is not exhaustive however; you are required to inform us of all Savings & Capital held in the Service User's name including Joint Accounts/Investments, continue on a separate sheet if required.

### **Section E**

Please list **all** State Benefits received by the Service User in this section. We require to see your most recent Award Notice issued annually by the Department of Work & Pensions.

### **Section F**

Within this section list **all** other income received by the Service User. We require verification/evidence to support all amounts listed in this section.

**Section G**

Please list any Rent, Mortgage, Council Tax or Service charges you are paying. List the actual amount paid **after** any benefits (Housing & Council Tax Benefit) have been received.

**Section H**

Complete property details in this section. Include details of any second properties also.

**Additional Information**

Please enter any other relevant details we should be aware of.