

Financial Assistance Application

Guidance Notes



Any financial help awarded will depend on your current income and expenses. In order to assess your situation correctly we need to know about all your household income and expenses. These notes are intended to help you complete the Application Form. Please give as much information as you can. If there is not enough space on the form, please continue on a separate sheet. If you have difficulty with any of the questions on the form please call the office.

Applications will be processed more quickly with all the supporting paperwork but you should not delay sending your application if you have not got everything to hand immediately.

Step 1

Please complete this section with all the requested information in full.

If you do not know the ICE membership number please write the last address of the member on a separate sheet.

Step 2

Please complete the weekly, monthly or annual amounts in the appropriate box.

Overseas applicants only will need to provide figures for gas, electricity, telephone, food, clothing or motoring expenses (for UK applicants these items are covered in our allowances).

If you have carers helping you in your home, please provide copies of invoices or receipts.

Please send us documentary evidence of your expenses i.e. current council tax bill, water and sewerage bill, insurance renewal details. We will return these to you as soon as possible.



**ICE
BENEVOLENT
FUND**

Step 3

We need to know your household's net income after tax and National Insurance have been deducted. However net income should include any pension or other voluntary contributions. We will work this out for you if you are unsure. Please send us your last three months' payslips or pension slips if applicable. Net amounts should also be used for occupational pensions, again if you send us details of any pensions you have we will work this out for you.

Weekly amounts should be given for all state benefits, and a copy of the letter from the relevant local authority or agency outlining the benefit should be enclosed.

UK Applicants Only:

- your local council for Housing Benefit and Council Tax Support
- the Department for Work and Pensions for Pension Credit, Carers and Disability Benefits
- H.M. Revenue and Customs for Tax Credits

Step 4

Please include the balances in ALL your bank and building society accounts and send the last three months' statements with the form. Please provide details of all investments using a separate sheet if necessary.

Shares should also be listed and the current approximate value given.

Step 5

Please give us the details of your mortgage or rent. The amount outstanding will be shown on your last annual mortgage statement. All outstanding debts should be listed.

Step 10

By signing the declaration you are stating that you have read and understood our data protection policy and you have provided full disclosure of your financial circumstances. If this is not the case you could be charged with making a fraudulent claim.

Any member of ICE who makes a false claim from the ICE Benevolent Fund will be reported to the ICE Disciplinary Board.