SCHEDULE Paragraph 2

Form 16.1-D

Rule 16.1(3)(b)

INFORMATION ABOUT YOUR MEANS

You are not required by law to fill in this form and return it If you decide to plead guilty by letter please complete but it can help both you and the court if you do.

If you are found guilty and are fined, the information you give here will help the court to set an amount which you can reasonably afford and to give you the time you need to pay.

The information you give on this form will only be used for your court case and any financial penalty that may result from it. It will not be used for any other purpose.

this form and the Reply Form and return them to the Procurator Fiscal in the pre-paid envelope provided.

If you decide to appear in court, you may hand the form in to a court official when you appear.

If the information you have given below changes between now and the court hearing you should tell the clerk of the court - he or she will give you another form to fill in.

PERSONAL DETAILS (Please use BLOCK CAPITALS and tick the appropriate box, where required)

1.	Your full name: 2. Date of birth:	
3.	Your address:	
4.	Home telephone number:	
6.	Your email address:	
7.	Are you: Home owner □ Council tenant □ Private tenant □ Other □	
8.	How many children (under 16) do you support?	
9.	Is there anyone else financially dependent on you? YES/NO	
9a. If YES, what is their relationship to you?		
10. Your National Insurance number:		
11.	Do you own a motor vehicle? YES/NO	
11a. If YES, what is the Vehicle Registration Number:		

YOUR JOB		
12. Are you: Employed □ Unemployed □ Self-Employed □ Other □		
12a. If OTHER, please give details here:		
12b. If EMPLOYED, please give your job here:		
Your Employer's Name:		
Your Employer's Address:		
Your Employer's Telephone Number.		
12c. Is your employment: Permanent Fixed Term 12d. If fixed term, for how long:		
12c, If UNEMPLOYED, please give date since last employment:		
YOUR WEEKLY INCOME You may not receive your money weekly. Even so, please try to work out what the weekly figures would be.		
13. Your usual weekly take-home pay including overtime (if self-employed give your usual earnings): £		
14. Do you receive benefits? YES/NO		
14a. If YES, please tick all types of benefit that you receive:		
Job Seekers Allowance 🗆 Pension Credit 🗖 Income Support 🗖 Incapacity Benefit 🗖		
Tax Credits □ Other Credits □ Other Benefits □		
14b Total Social Security payments (benefits) which you receive each week: £		
15. Total Pensions which you receive each week: £		
16. Usual total weekly income: £		
YOUR WEEKLY EXPENSES You may not pay your bills weekly. Even so, please try to work our what the weekly figures would be.		
17. (a) Housing (rent, rates, mortgage): £ (b) Fuel (electricity, coal, gas etc): £		
(c) Food. £		
(c) Weekly cost of supporting anyone else: £		
18. Usual total weekly expenses: £		

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

GENERAL DETAILS

19. Do you have a Bank/Building Society Account? YES/NO		
19a. If YES, please give name and branch of your Bank/Building Society here:		
20. Do you have any other accounts or savings (such as shares, ISAs)? YES/NO		
20a. If YES, please give details here:		
21. Your Total Savings: f		
22. If the court decides to fine you, how much do you think you could afford to pay each week? \pounds		
23. Please give any other information about your finances which you would like the court to know here; (You can continue over the page or on a separate paper if you need to)		
SIGNATURE BOX		
24. I declare that the information I have given in this form is true and complete.		
Signed Date		