

NORTHAMPTON BOROUGH COUNCIL

WRITE OFF FORM

**To be used as part of the Council's Write Off Procedures for
Council Tax, Overpaid Housing Benefit, Housing, Former Tenant Arrears and Sundry Debtors**

PART 1: CUSTOMER DETAILS

Customer Ref: _____	Customer Account: _____
Name / Company: _____	
Property: _____	
Address: _____	

PART 2: REASON FOR WRITE OFF

(1) Deceased <input type="checkbox"/>	(6) Balance uneconomical to pursue <input type="checkbox"/>
(2) Unable to trace whereabouts <input type="checkbox"/>	(7) Extenuating circumstances <input type="checkbox"/>
(3) Bankruptcy / Insolvency / Administration <input type="checkbox"/>	(8) Statute Barred <input type="checkbox"/>
(4) Recovery Procedures exhausted <input type="checkbox"/>	(9) Local authority error <input type="checkbox"/>
(5) Disputed / Unresolved Query <input type="checkbox"/>	(10) Agreed Settlement figure <input type="checkbox"/>

Please tick appropriate box and supply necessary paperwork to substantiate write off.

Service departments must submit a report to Cabinet for amounts in excess of £10,000

PART 3: SECTION AUTHORISATION

Originating Officer	Authorised by Team Leader / Manager
Signed: _____	Signed: _____
Date: _____	Date: _____
PRINT NAME: _____	PRINT NAME: _____
JOB TITLE: _____	JOB TITLE: _____

PART 4: AUTHORISATION BY FINANCE

Corporate Financial Officer: _____
Signed: _____ Dated: _____

PART 5: INPUT ADJUSTMENT & NOTEPAD ONTO COMPUTER SYSTEMS FOR AN AUDIT TRAIL

Internal Reference: _____
Originating Officer: _____ Date: _____