

Member's claim form

03 JUL 2008

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

INV. A 510009
514602
514500

Your details

Name in CAPITAL LETTERS

OLIVER LETWIN

Constituency

WEST DORSET

Office use only

Costs/Cat 2 M L E T W O D O

Supp/Res ID

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

RR
5837564
1717

Period of claim

from 1 / 4 / 08 to 30 / 6 / 08 (x3)

Total cost of hotel stays attach all receipts

£ : p

See overall calendar for Mortgage Statement for the Day Home

Mortgage payments (interest only) or rent

£ 3,300 : 00 p x 3 months @ £1,100

Interest is claimed on ACA only for a/c 0072486586 and 0724865802

Food

£ : p

See certificates of interest paid on these two a/c's for 07/08 tax year:

Utilities

£ 1,354 : 51 p
~~1,354 : 83 p~~

£9,0453 + £5,713 = £14,756

← Attached bills
i.e. Funds 1270-85
and Note 83, 88

Council Tax/Rates

£ 630 : 00 p x 3 months

£14,756/12 = 1,229

Telephone and telecommunications

£ : p
see attached council tax statement
a claim made for 3 months only

I have assumed that this interest will diminish to over £1,100 per month so 08/09, as repayments are made. Hence my claim for £3,300 for 3 months, as a conservative estimate.

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 5,284 : 83 p

Please pay £5,284.51

373/106
17.11.2008
J

Details of second home *if applicable*

**Address of
second home**
for Additional
Costs Allowance

[Redacted]

Postcode

[Redacted]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted]

MP

Date

7/7/2008

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).




**Send your completed
form to**

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

COUNCIL TAX BILL



FOR THE FINANCIAL YEAR	2008/2009
DATE OF ISSUE	14.03.2008

DR OLIVER LETWIN 	REFERENCE	
	BILL NUMBER	
	PROPERTY ADDRESS IF DIFFERENT	
	THE VALUATION BAND FOR YOUR DWELLING IS:	
		F

		Increase On 2007/2008
DORSET COUNTY COUNCIL	£1583.40	4.5%
DORSET POLICE AUTHORITY	£237.25	4.9%
DORSET FIRE AUTHORITY	£80.60	4.9%
WEST DORSET DISTRICT COUNCIL	£174.20	3.9%
THORNCOMBE PARISH COUNCIL	£31.72	
COUNCIL TAX FOR BAND F	£2107.17	4.4%

Council Tax Due For The Period 01.04.2008 to 31.03.2009	£2107.17	

Total Due For The Period 01.04.2008 to 31.03.2009	£2107.17	

TOTAL AMOUNT PAYABLE **£2107.17**

=====

PAYMENT INSTRUCTIONS:

THIS COUNCIL TAX BILL IS PAYABLE IN MONTHLY INSTALMENTS BY DIRECT DEBIT AS FOLLOWS:

03.04.2008	£208.17	03.09.2008	£211.00
03.05.2008	£211.00	03.10.2008	£211.00
03.06.2008	£211.00	03.11.2008	£211.00
03.07.2008	£211.00	03.12.2008	£211.00
03.08.2008	£211.00	03.01.2009	£211.00

NO FURTHER ACTION IS REQUIRED BY YOU.



Delivered from depot at:



PLEASE SEND PAYMENT TO OUR ADDRESS AS SHOWN BELOW

Invoice To DR O LETWIN



Deliver To DR O LETWIN



INVOICE/DELIVERY NOTE

A/C No. [Redacted]

TKT No. [Redacted]

Delivery Date 14/06/08

Order Date 02/06/08

Order No. TOP UP

Product Description	Quantity	Packages		Unit Price	VAT	Value
		No.	Size			
DOMESTIC HEATING OIL	700			65.00	22.75	432.50
Delivery Instructions	Veh. No.		Load No.		22.75	455.00
THIS IS AN INVOICE						
					TOTAL E&OE	£ 477.75

READING AND SIGNING TITRES
LITRES DELIVERED

Quantity checked and goods received.

Customers Signature _____

Print _____

Payment received by: _____

Cash Cheque

A division of [Redacted] VAT Reg. No. 760-2665-34 Co. Reg No. BR5882

WARNING: Only Derw. & Motor Spirit to be used as road fuel



Quoted prices are given on the understanding that the volume quoted for is the minimum taken.

REG. NO. [Redacted]

Payment due by 21/06/08

Conditions of Sale see overleaf

Delivered from depot at [REDACTED]

Please send payment to our
tel. address as shown below

INVOICE/DELIVERY NOTE

A/C No. [REDACTED]

TKT No. [REDACTED]

Delivery Date

14/04/08

Order Date

07/04/08

Order No. TOP UP

ice To DR O LETWIN

Deliver To DR O LETWIN

READING AT FINISH - LITRES

READING AT START - LITRES

WET HOSE / DRY HOSE

duct Description	Quantity	Packages		Unit Price	VAT	Value
		No.	Size			
DOMESTIC HEATING OIL	1350			55.95	37.77	755.33

Delivery Instructions
THIS IS AN INVOICE.
 Veh. No. [REDACTED]
 Load No. [REDACTED]

TOTAL E&OE £ 793.10

Litres Delivered

WAT Reg. No. [REDACTED]
 INING - Only Derv. & Motor Spirit to be used as road fuel

Reg. No. [REDACTED]

Payment due by 21/04/08

Quantity checked and
 correct balance
 Customers' Signature

Print
 Payment received

Cheque

Conditions of Sale
 see overleaf

ted prices are given on the understanding that the volume quoted for is the minimum taken



a YTL company

YOUR BILL

Customer Number: [REDACTED]

Schedule number: 01

Date: 03/06/2008

Tax point: 02/06/2008

Meter serial no: [REDACTED]

To contact us and ways to pay – see back of bill

MR O LETWIN

519

Bill number [REDACTED]

Please do not quote this number when making payments

Property Address [REDACTED]

011598



Page 1 of 2

The period covered by this bill is 28/11/07 to 20/05/08

Balance brought forward	£17.64cr
Water Supply (provided by Wessex Water Services Limited)	£83.98 ✓
	Total: £66.34
Less budget plan payments and adjustments (see overleaf). Thank you.	£150.00cr
	Amount carried forward: £83.66cr

Bristol Wessex Billing Services Limited is the duly appointed agent of Wessex Water Services Limited for the invoicing and collection of sums due for water services. The total amount due is your sum due for water services and you must pay that sum to Bristol Wessex Billing Services Limited as set out on the reverse of your bill.

22BW185

SYST Wessex Water VAT reg. No. 520 3439 82

This bill is for information only. We will continue to collect monthly budget payments by Direct Debit.

RUN1333MAIN.C03/011598/027764

022BW185 MB 1368964 .17625n.dat



5853399 SP 05/08

Member's claim form

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INV. A 566101 514602

Your details

Name in CAPITAL LETTERS

OLIVER LETWIN

Constituency

WEST DORSET

Office use only

Costo/Cat 2 M L E T W O D O

Supp/Res ID

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts - except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Handwritten notes: BC, 390875, 28/3/11

Period of claim

from 1 / 7 / 08 to 31 / 10 / 08

Total cost of hotel stays attach all receipts

£ 44 00 : 00 p

See calendar '08 mortgage statement - claim are for 00724 865 86 / 0724 865 802 only. Certificate from 07/08 start of 14,756 per 07/08 (£1229/mo). I have assumed, as before, that this will fall to £1100 per month in 08/09. Hence, 4 months claim for £4,400

Mortgage payments (interest only) or rent

£ 1596 : 88 p

See: Minister Fund statement 7/08-9/08 330.75 bill 10/08 352.81 Green Energy Account 8/08 713.83

Utilities

£ 844 : 00 p

See: Council tax bill: £ 211 per month x 4 months

Council Tax/Rates

£ 103 : 42 p

See: BT bill, Sept. '08

Telephone and telecommunications

£ : p

See: insurance bill for household insurance Oct. 08

Cleaning

£ : p

Service/maintenance

£ 511 : 88 p

Reduce to £51.05 instalments run in to 2009/10 year and policy may change/ have properties etc.

Repairs (insurance) security

£ : p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

Total

£ 7556 : 13 p

Please pay £6995.35

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Postcode

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

31/10/2008**Data protection**

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research. For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

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Send your completed
form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Statement

Remittance Slip

ACCOUNTS TEL: [REDACTED]

To: [REDACTED]
 DR O LETWIN
 [REDACTED]

PAYMENTS RECEIVED AFTER

30/09/2008

HAVE NOT BEEN INCLUDED

**PAYMENT IS DUE BY THE DATE
 SHOWN ON THE INVOICE**

A/C No. [REDACTED] Page: 1 of 1

Account No. [REDACTED] For Month Ending: 30/09/2008 Page: 1 of 1

Date	Ref. No.	Details	Debit	Credit	Balance
01/07/2008		Op Bal	33.15		33.15
20/07/2008	[REDACTED]	DD Paym		205.00	-171.85
11/08/2008	[REDACTED]	Invoice	330.75		158.90
20/08/2008	[REDACTED]	DD Paym		205.00	-46.10
20/09/2008	[REDACTED]	DD Paym		205.00	-251.10

Ref. No.	Amount	Item Paid ✓
[REDACTED]	33.15	
[REDACTED]	205.00	CR
[REDACTED]	330.75	✓
[REDACTED]	205.00	CR
[REDACTED]	205.00	CR

*Please Return
 Remittance Slip
 With Your
 Payment*

-251.10

-251.10

**THIS IS FOR INFORMATION PURPOSES ONLY AS
 PAYMENT IS TAKEN BY DIRECT DEBIT**

SALES [REDACTED]





Delivered from depot at

PLEASE SEND PAYMENT TO OUR ADDRESS AS SHOWN BELOW

Tel. [Redacted]

Invoice To DR O LETWIN
[Redacted]

Deliver To DR O LETWIN
[Redacted]

INVOICE/DELIVERY NOTE

A/C No. [Redacted]
TRF No. [Redacted]

Delivery Date 16/10/08

Order Date 06/10/08

Order No. TOP UP

Product Description	Quantity	Packages		Unit Price	VAT	Value
		No.	Size			
010 DOMESTIC HEATING OIL	600			56.00	16.80	336.00
Delivery Instructions	Veh. No.	Load No.			16.80	336.00
TOTAL E&OE £						352.80

WARNING - Only Derv. & Motor Spirit to be used as road fuel



Payment due by 23/10/08

READING AT FINISH - LITRES

WET HOSE / DRY HOSE

Litres Delivered

READING AT START - LITRES

Quantity checked and goods received.
Customers Signature

Print

Payment received by:

£

Cash Cheque

If you do not wish to receive updates on our products and services please tick here.

Conditions of Sale see overleaf



If you have any queries regarding this invoice please contact us:

Customer Services
0800 783 8851

Dr Oliver Letwin



Invoice Date 5 August 2008

Invoice Number



Account Number



Site

Dr Oliver Letwin



Consumption (1 May 2008 to 31 July 2008)

	Unit Rate	Previously Billed Read	Current Reading	Units	Price	Value
Meter		41324 E	09/05/2008 44935 C	3611 kWh	13.4 p per kWh	£483.87
Meter			47746 E	2811 kWh	13.4 p per kWh	£376.67
				Standing Charge (92 days @ 10.00p per day)		£9.20
				Subtotal excluding VAT		£869.74
				VAT @ 5.00%		£43.49

Total including VAT £913.23

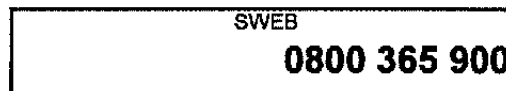
Your Account

07/05/2008	Balance Brought Forward	£574.38 CR
05/06/2008	DD Receipt	£148.67 CR
05/07/2008	DD Receipt	£148.67 CR
05/08/2008	DD Receipt	£148.67 CR
05/08/2008	Charges this period	£913.23
05/08/2008	Account Balance	£107.16 CR

Note: Climate Change Levy document effective from 1st April 2001

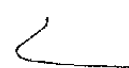
EMERGENCY CONTACT

In the case of an emergency concerning your electricity supply or if you experience a power cut, you should contact your local distribution company:



VAT No: 775 3980 81

We invite you to provide us with a meter reading at any time. If you pay your account by DD please ignore the payment slip below



Please detach payment slip and return it with your payment

Remittance Advice

Green Energy
Royal Pavilion, 2 Summerhouse Road
Moulton Park,
Northampton,
NN3 6BJ

Invoice No.	
Invoice Date	5 August 2008
Account No.	
Balance	-£107.16




Please make your payment to **Green Energy** and ensure that you write your account number on the reverse of all cheques.



COUNCIL TAX BILL



FOR THE FINANCIAL YEAR	2008/2009
DATE OF ISSUE	14.03.2008

DR OLIVER LETWIN 	REFERENCE	
	BILL NUMBER	
	PROPERTY ADDRESS IF DIFFERENT	
	THE VALUATION BAND FOR YOUR DWELLING IS: F	

		Increase On 2007/2008
DORSET COUNTY COUNCIL	£1583.40	4.5%
DORSET POLICE AUTHORITY	£237.25	4.9%
DORSET FIRE AUTHORITY	£80.60	4.9%
WEST DORSET DISTRICT COUNCIL	£174.20	3.9%
THORNCOMBE PARISH COUNCIL	£31.72	
COUNCIL TAX FOR BAND F	£2107.17	4.4%

Council Tax Due For The Period 01.04.2008 to 31.03.2009	£2107.17	
Total Due For The Period 01.04.2008 to 31.03.2009	£2107.17	

TOTAL AMOUNT PAYABLE **£2107.17**

=====

PAYMENT INSTRUCTIONS:

THIS COUNCIL TAX BILL IS PAYABLE IN MONTHLY INSTALMENTS BY DIRECT DEBIT AS FOLLOWS:

03.04.2008	£208.17	03.09.2008	£211.00
03.05.2008	£211.00	03.10.2008	£211.00
03.06.2008	£211.00	03.11.2008	£211.00
03.07.2008	£211.00	03.12.2008	£211.00
03.08.2008	£211.00	03.01.2009	£211.00

NO FURTHER ACTION IS REQUIRED BY YOU.



Bringing it all together

Your account number

Bill number

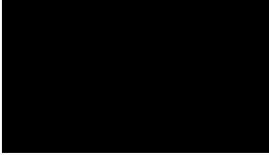
Date
14 September 2008

If you have a query
please see reverse for
our contact details.



519

DR O LETWIN



Your BT bill

for account number [REDACTED]

Total now due **£ 103.42**

This amount will be debited from your bank or building society account on or after 28 September 08.

Want more from Broadband?

BT Total Broadband's NEW Home Hub gives you the best wireless range of any UK broadband provider. Getting BT Total Broadband up and running is easier than ever before because we've made the set-up process 50% simpler.

For a reliable, award winning service with more features than any other provider, it makes sense to choose BT Total Broadband. For more information visit www.bt.com/getbroadband.

Go to
www.bt.com/onlineaccount
to pay your bills online,
see call details and
manage your account

This amount will be debited
from your bank or building
society account on or after
28 Sep 08.

Thank you.



X

13

H2H3

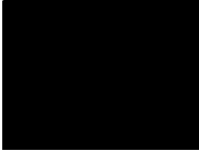
Page 0001 of 0005

00019767

RR Demerley BCC 2003/03



Dr O & Mrs I G Letwin



Originator's Name: **NFU Mutual**
Originator's Number:

Important: Confirmation of the set-up of your Direct Debit Instruction, including future payment schedule

6th October 2008

Dear Sir or Madam,

Thank you for continuing to pay the premiums detailed overleaf by Direct Debit. The bank details you gave are as follows:

Account Name: **& MRS I G LETWIN**
Bank Sort Code:
Bank Account Number:

Please find enclosed your Credit Agreement. Can you please check the information is correct and then sign and date it and keep it safe. Your first payment of £51.05 will be debited from your account on 3rd November 2008, followed by 11 monthly instalments of £50.98 each payable on the 1st day of each month or following bank working day. If you want to renew your policy you will not need to take any action relating to the payment of the premium. We will collect the revised instalments from the account referred to above.

Collections will be made using this Reference Number:

Details of the Direct Debit Guarantee which is offered by all Banks and Building Societies are quoted on the reverse of this letter. You have the right to cancel your Direct Debit at anytime, but this may affect your insurance cover.

Should you have any queries in respect of this notification please contact us at the above address, or alternatively, our Flexible Payment Plans Department can be contacted on 01789 202820. Please quote the Reference Number in all communications.

Yours faithfully,

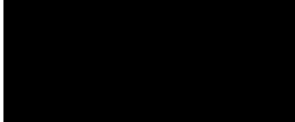


P R Bennett & J L Greenwood
Dorset West
Tel: 01308 862774

OFFICE USE ONLY:

PRIVATE AND CONFIDENTIAL

Rt Hon Oliver Letwin MP



Tel : 0207 219 [REDACTED]
Fax : 0207 219 [REDACTED]
Email : [REDACTED]@parliament.uk

3 November 2008

Dear Mr Letwin

Additional Costs Allowance (ACA) 2008/2009

Thank you for your Additional Costs Allowance claim dated 31 October 2008, a copy of which is attached for ease of reference.

As discussed, unfortunately, your claim of £611.83 relating to insurance has been reduced to a monthly instalment £51.05. ACA is a reimbursement allowance, therefore the Department of Resources are only able to reimburse costs which have already been incurred.

Your insurance policy states that there will be one instalment of £51.05, followed by eleven monthly instalments of £50.98. On future claims, you may annotate your claim as £50.98 per month, for your convenience the Department of Resources will hold a copy of the insurance policy on file so there is no need to re-submit this document in support of subsequent claims.

The remainder of your claim, totalling £6,995.35, has been processed and should reach your account within five working days.

If you have any questions about this matter please contact me on the numbers listed above.

Yours sincerely



Assistant Validation Officer

DIRECTOR GENERAL OF RESOURCES **ANDREW WALKER CPFA**
DIRECTORATES: **JANET RISSEN** (BUSINESS MANAGEMENT & DEVELOPMENT) **CHRIS RIDLEY MBA FCCA** (FINANCIAL MANAGEMENT)
TERRY BIRD (OPERATIONS) **HEATHER BRYSON MA FCIPD** (HUMAN RESOURCE MANAGEMENT & DEVELOPMENT)
DEPARTMENT OF RESOURCES HOUSE OF COMMONS LONDON SW1A 0AA



INVESTOR IN PEOPLE



Member's claim form

8002 AON n 2

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

578409

Your details

Name in CAPITAL LETTERS

OLIVER LETWIN

INV. A

Constituency

WEST DORSET

514602

514500

Office use only

Costo/Cat 2

M LETWIN00

Supp/Res ID



Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

5857194
CP 28/11

Period of claim

from 1 / 11 / 08

to 30 / 11 / 08

Total cost of hotel stays

£ : p

attach all receipts

£ 1100 : 00 p

(interest only) or rent

Food

£ : p

Utilities

£ 1133 : 87 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 2233 : 87 p

PLEASE SEE DOCUMENTS YOU HOLD + THE EXPLANATION OF MY (CONSERVATIVELY ESTIMATED) £1100 INTEREST — GIVEN IN MY RETURN FOR 1/7/08 TO 31/10/08. PLS SEE ALSO THE ATTACHED CERTIFICATES FOR INTEREST ON THE LOANS FOR WHICH I CLAIM, IN RESPECT OF 07/08, ON WHICH MY £1100 / MONTH 05/05 CLAIM IS CONSERVATIVELY BASED

395396 RS 28/11/08

▶ please specify

▶ please specify

▶ please specify

see attached Green Energy Invoice

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[REDACTED]

[REDACTED]

Postcode

[REDACTED]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[REDACTED]

MP

Date

18/11/08

Data protection

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form to

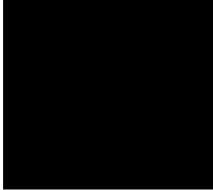
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

If you have any queries regarding this invoice please contact us:

Customer Services
0800 783 8851

D2227621/1 of 1/604/823

Dr Oliver Letwin



Invoice Date 6 November 2008

Invoice Number

Account Number

Site

Dr Oliver Letwin

S

Consumption (1 August 2008 to 31 October 2008)

	Unit Rate	Previously Billed Read	Current Reading	Units	Price	Value
Meter		47746 E	30/09/2008 53312 E	5566 kWh	13.4 p per kWh	£745.84
Meter			20/10/2008 54619 C	1307 kWh	15.41 p per kWh	£201.41
Meter			55420 E	801 kWh	15.41 p per kWh	£123.43
				Standing Charge (61 days @ 10.00p per day)		£6.10
				Standing Charge (31 days @ 10.00p per day)		£3.10
				Subtotal excluding VAT		£1,079.88
				VAT @ 5.00%		£53.99

Total including VAT £1,133.87

Your Account

05/08/2008	Balance Brought Forward	£107.16 CR
05/09/2008	DD Receipt	£148.67 CR
05/10/2008	DD Receipt	£148.67 CR
05/11/2008	DD Receipt	£148.67 CR
06/11/2008	Charges this period	£1,133.87
06/11/2008	Account Balance	£580.70

Note: Climate Change Levy document effective from 1st April 2001

EMERGENCY CONTACT

In the case of an emergency concerning your electricity supply or if you experience a power cut, you should contact your local distribution company.

SWEB

0800 365 900

VAT No: 775 3980 81

We invite you to provide us with a meter reading at any time. If you pay your account by DD please ignore the payment slip below.

Please detach payment slip and return it with your payment

Remittance Advice

Green Energy
Royal Pavilion, 2 Summerhouse Road
Moulton Park,
Northampton,
NN3 6BJ

Invoice No.	
Invoice Date	6 November 2008
Account No.	
Balance	£580.70

Please make your payment to **Green Energy** and ensure that you write your account number on the reverse of all cheques





17 DEC 2008

ACA2

Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

INV. A 593501
514602
514500

Your details

Name in CAPITAL LETTERS

OLIVER LETWIN

Constituency

WEST DORSET

Office use only

Costo/Cat 2

M L E T W O O D

Supp/Res ID

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

RR

Bc

Please list

Please attach

399757
CC 23/12

Period of claim

from 1 / 12 / 08 to 31 / 12 / 08

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 11.00 → 00 p

Please see documents substantiating this claim supplied with my submission for 1/7/08-31/10/08 and 1/11/08-30/11/08

Food

£ : p

Utilities

£ 154 → 37 p

Please see Wexham Water bill attached

Council Tax/Rates

£ 420 → 00 p

Please see attached Council Tax bill - @ 211/month x 2 months (11/08 and 12/08)

Telephone and telecommunications

£ : p

5861033

Cleaning

£ : p

EC 23/12

Service/maintenance

£ : p

Repairs/insurance/security

£ 1.00 → 00 p

See NFA mutual bill - you asked me to claim for this month by month @ £50/month. This claim is for 11/08 and 12/08

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1774 : 37 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Postcode

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed
form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

Dr O & Mrs I G Letwin
[REDACTED]**Originator's Name:** NFU Mutual
Originator's Number: [REDACTED]**Important: Confirmation of the set-up of your Direct Debit instruction,
including future payment schedule**

6th October 2008

Dear Sir or Madam,

Thank you for continuing to pay the premiums detailed overleaf by Direct Debit. The bank details you gave are as follows:

Account Name: & MRS I G LETWIN
Bank Sort Code: [REDACTED]
Bank Account Number: [REDACTED]

Please find enclosed your Credit Agreement. Can you please check the information is correct and then sign and date it and keep it safe. Your first payment of £51.05 will be debited from your account on 3rd November 2008, followed by 11 monthly instalments of £50.98 each payable on the 1st day of each month or following bank working day. If you want to renew your policy you will not need to take any action relating to the payment of the premium. We will collect the revised instalments from the account referred to above.

Collections will be made using this Reference Number: [REDACTED]

Details of the Direct Debit Guarantee which is offered by all Banks and Building Societies are quoted on the reverse of this letter. You have the right to cancel your Direct Debit at anytime, but this may affect your insurance cover.

Should you have any queries in respect of this notification please contact us at the above address, or alternatively, our Flexible Payment Plans Department can be contacted on 01789 202820. Please quote the Reference Number [REDACTED] in all communications.

Yours faithfully,

[REDACTED]
P R Bennett & J L Greenwood
Dorset West
Tel: 01308 862774

How Your Payments Have Been Calculated (to be read in conjunction with your Credit Agreement):

Policy Number	Description	Premium
██████████	Premier home insurance	£594.01
	Premium Total	£594.01
	plus 3.00% Service Charge	£17.82
	Total Amount Payable	£611.83

Repayments

Your first payment of £51.05 will be debited from your account on 3rd November 2008, followed by 11 monthly instalments of £50.98 each payable on the 1st day of each month or following bank working day.

THE DIRECT DEBIT GUARANTEE



- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, NFU Mutual will notify you within 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by NFU Mutual or your Bank/Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

COUNCIL TAX BILL



FOR THE FINANCIAL YEAR	2008/2009
DATE OF ISSUE	14.03.2008

DR OLIVER LETWIN [REDACTED]	REFERENCE	[REDACTED]
	BILL NUMBER	16/0
	PROPERTY ADDRESS IF DIFFERENT	
	[REDACTED]	
THE VALUATION BAND FOR YOUR DWELLING IS:		F

		Increase On 2007/2008
DORSET COUNTY COUNCIL	£1583.40	4.5%
DORSET POLICE AUTHORITY	£237.25	4.9%
DORSET FIRE AUTHORITY	£80.60	4.9%
WEST DORSET DISTRICT COUNCIL	£174.20	3.9%
THORNCOMBE PARISH COUNCIL	£31.72	
COUNCIL TAX FOR BAND F	£2107.17	4.4%

Council Tax Due For The Period 01.04.2008 to 31.03.2009	£2107.17	

Total Due For The Period 01.04.2008 to 31.03.2009	£2107.17	

TOTAL AMOUNT PAYABLE **£2107.17**

=====

PAYMENT INSTRUCTIONS:

THIS COUNCIL TAX BILL IS PAYABLE IN MONTHLY INSTALMENTS BY DIRECT DEBIT AS FOLLOWS:

03.04.2008	£208.17	03.09.2008	£211.00 *
03.05.2008	£211.00	03.10.2008	£211.00
03.06.2008	£211.00	03.11.2008	£211.00
03.07.2008	£211.00 *	03.12.2008	£211.00
03.08.2008	£211.00 *	03.01.2009	£211.00

NO FURTHER ACTION IS REQUIRED BY YOU.



YOUR BILL

Customer Number: [REDACTED]

Schedule number: [REDACTED]

Date: 26/11/2008

Tax point: 25/11/2008

Meter serial no: [REDACTED]

To contact us and ways to pay - see back of bill

MR O LETWIN

519

Bill number [REDACTED]

Please do not quote this number when making payments

Property Address [REDACTED]

007261



The period covered by this bill is 21/05/08 to 11/11/08

Balance brought forward

£83.66cr

→ **Water Supply** (provided by Wessex Water Services Limited)

£154.37

Total: £70.71

Less budget plan payments and adjustments (see overleaf). Thank you.

£51.00cr

Amount carried forward: £19.71

Bristol Wessex Billing Services Limited is the duly appointed agent of Wessex Water Services Limited for the invoicing and collection of sums due for water services. The total amount due is your sum due for water services and you must pay that sum to Bristol Wessex Billing Services Limited as set out on the reverse of your bill.

022BW185 SYST Wessex Water VAT reg. No. 520 3439 82

This bill is for information only. We will continue to collect monthly budget payments by Direct Debit.

Are you paying enough? While we aim to review your payments annually, it is your responsibility to ensure your payments are sufficient to clear your bill. Please check your payments and bill carefully.



unscanned
Additional Costs Allowance
Member's claim form

418321
JK 814

02 APR 2009

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

INV. A 649906
514602
514500

Your details

Name in CAPITAL LETTERS
Constituency

OLIVER LETWIN
WEST DORSET
5878170
MB 07.04

Claim details

Notes

MLETWODOR



You can only claim for
Please list
Please attach

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

RR
BC

Period of claim

from 1 / 1 / 09^{EE} to 31 / 3 / 09 x3

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 3300 : 00 p

Food

£ 1,029.42 p

Utilities

£ 1038 : 42 p

Council Tax/Rates

£ 211 : 00 p

Telephone and telecommunications

£ 94 : 60 p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ 150 : 00 p

Other

£ : p

Other

£ : p

Other

£ : p

Total

£ 4794 : 02 p £4,785.02

please see documents substantially £1100 per month estimate (convention) for interest on my mortgage, supplied with previous claims

see two invoices from Minister Foods for central heating at [redacted] (attached)

see BT bill

£50.98 x 3 p/m (on fire) claims, including please see previous claim - you advised me to claim for this month by month @ £50 per month; this claim is for 1/09, 2/09 and 3/09.

can see much tax credit debit supplied with previous claims - this (January) claim is the last for 08/09.

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted address] _____
Postcode [Redacted] _____

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted signature] _____ MP

Date

30/8/2009 _____

Data protection

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed
form to

Members' Allowances Section, Operations Directorate,
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

Account No: [REDACTED]

Invoice No: [REDACTED]

Delivery Date: 09/02/2009

Order No: TOP UP

Delivery Note No: [REDACTED]

→ Add'l Co. No.

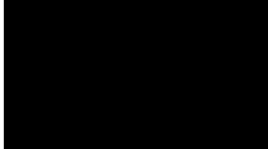


INVOICE

Invoice To: DR O LETWIN



Deliver To: DR O LETWIN



Product	Description	Quantity	Unit Price	VAT	Value	VAT Rate	VAT Code
010	UN 1223 KEROSENE (DO...	1400	37.50	26.25	525.00	5.00%	S

BS DEL W/C 9TH FEBRUARY. FILL TANK PLS

26.25	525.00
	551.25
Total Due	551.25

Due Date: Direct Debit

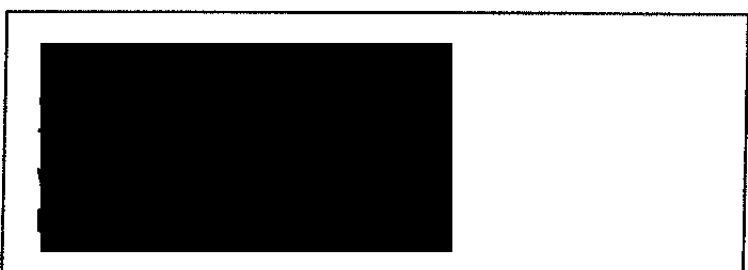
VAT Code	VAT Rate	VAT	Value
S	5.00%	26.25	525.00



Co.Reg. [REDACTED]

Please return this remittance slip with your payment to:

REMITTANCE SLIP



Account No. [REDACTED]

Invoice No. [REDACTED]

[Redacted]

Delivered from depot at:

[Redacted]

PLEASE SEND PAYMENT TO OUR ADDRESS AS SHOWN BELOW

Invoice To DR O LETWIN

[Redacted]

Deliver To DR O LETWIN

[Redacted]

INVOICE/DELIVERY NOTE

A/C No.

[Redacted]

TKT No.

Delivery Date

15/12/08

Order Date

09/12/08

Order No.

TOP UP

Product Description	Quantity	Packages		Unit Price	VAT	Value
		No.	Size			
010 DOMESTIC HEATING OIL	1200			37.95	22.77	455.40

Delivery Instructions * THIS IS AN INVOICE	Veh. No.
	Load No.

TOTAL E&OE £	478.17
Litres Delivered	

WARNING - Only Dev. & Motor Spilt to be used as road fuel

REG. NO. [Redacted]

Payment due by

22/12/08

Quantity checked and goods received:

Customers Signature: _____

Print Payment received by: _____

£ _____

Cash Cheque

If you do not wish to receive updates on our products and services please tick here.

28 Conditions of Sale see overleaf

ECONOPRINT (UK) LTD 01376 549335



Bringing it all together



51931619

Your account number

Bill number

Date
14 December 2008

If you have a query
please see reverse for
our contact details.

DR O LETWIN

Your BT bill

for account number [REDACTED]

Total now due

£ 94.60

This amount will be debited from your bank or building society account on or after 28 December 08.

Get more from your Broadband

The UK's most complete broadband just got better. You can now add BT Vision, the smarter way to watch Digital TV on your TV. There's no subscriptions required and you only pay for what you want to watch from thousands of films and TV shows. BT Total Broadband has won the award for the number 1 wireless broadband in the UK. Another reason BT has the UK's most complete broadband. To find out more see www.bt.com/getbroadband.

VAT change

Please note that your bill reflects the reduction in VAT to 15%.

For further information please visit bt.com/vat

This amount will be debited from your bank or building society account on or after 28 Dec 08.

Thank you.



Bringing it all together



51931611

Your account number

Bill number

Date
12 March 2009

If you have a query
please see reverse for
our contact details.

DR O LETWIN

Your BT bill

for account number [REDACTED]

Total now due **£ 92.80**

This amount will be debited from your bank or building society account on or after 26 March 09.

Get more from your Broadband

The UK's most complete broadband just got better. Not only have we been named the UK's best performing ADSL broadband for the sixth time running we've just been awarded number 1 for wireless broadband in the UK.

To get a better broadband experience see www.bt.com/getbroadband.

This amount will be debited from your bank or building society account on or after 26 Mar 09.

Thank you.

H2H3

sheet 1 of 5

00000547

RF Dornellay BCC 2005/03



X