



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.

Your details

Name in CAPITAL LETTERS

STEPHEN HESFORD

Constituency

WIRRAL WEST

Office use only

Costo/Cat 2

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

Period of claim

from 1 / 12 / 07

to 31 / 3 / 08 (x4)

Total cost of hotel stays attach all receipts

£ _____ p

Mortgage payments (interest only) or rent

£ ~~3800.00~~ p ✓

(£950 pm)

Food

£ ~~1600.00~~ p ✓

Utilities

£ ~~240.00~~ p ✓

Council Tax/Rates

£ _____ p

Telephone and telecommunications

£ 240 : 00 p ✓

Cleaning

£ 240 : 00 p ✓

Service/maintenance

£ 1636 : 38 p ✓

Repairs/insurance/security

£ 400 : 00 p ✓

Other

£ ~~253.20~~ p

▶ please specify Waste bill

Other

£ _____ p

▶ please specify _____

Other

£ _____ p

▶ please specify _____

Total

£ 8409 : 58 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

**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

31/3/08**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

Account Number

MR S HESEFORD

Your water services bill for the year 1 April 2008 to 31 March 2009

Current charges

£506.40

See below

Amount to pay by 1st April 08

£253.20

The remaining £253.20 should be paid by 1st October 08 - we will send you a reminder nearer the time

You can pay the whole bill now if you prefer. If making full payment, please change the amount due box on the giro slip to £506.40

Application For Payment and/or
 Notice to Long Leaseholders of Rent Due
 under the Commonhold and Leasehold
 Reform Act 2002 Section 166

(This is not a VAT invoice)

TO: THE LEASEHOLDER (NOTE 1)
 Mr S H Hesford

TAX POINT DATE
 17/03/2008

CLIENTS VAT No

DUE DATE	DETAIL	NETT	VAT	GROSS
25 Mar 08	Half Yearly Rent in Advance 25 Mar 08- 28 Sep 08	25.00		25.00
25 Mar 08	Half Yearly Fee Service Charge in advance 25 Mar 08- 24 Sep 08	120.19		120.19
25 Mar 08	Half Yearly Communal Service Charge in adv. 25 Mar 08-24 Sep 08	254.35		254.35
25 Mar 08	Half Yearly Boiler Service Charge in advance 25 Mar 08-24 Sep 08	609.78		609.78
25 Mar 08	Half Yearly Insurance in advance 25 Mar 08- 24 Sep 08	100.69		100.69
25 Mar 08	Half Yearly Reserve Fund in advance 25 Mar 08- 24 Sep 08	563.34		563.34

BALANCE
 B/ FORWARD

-96.97

NETT
 DUE

1,673.35

VAT
 DUE

0.00

TOTAL
 DUE

1,636.38



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Cost/Cat 2



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

Please list

Please attach

Period of claim

from 1 1 9 1 0 7 to 30 1 1 1 0 7

Total cost of hotel stays attach all receipts

£ _____ p

Mortgage payments (interest only) or rent

£ 2760 : 00 p x 3

Food

£ 1200 : 00 p ✓

Utilities

£ 80 : 00 p

Council Tax/Rates

£ _____ : _____ p

Telephone and telecommunications

£ 50 : 00 p

Cleaning

£ 80 : 00 p

Service/maintenance

£ 1625 : 50 p ✓

Repairs/insurance/security

£ _____ : _____ p

Other

£ _____ : _____ p please specify _____

Other

£ _____ : _____ p please specify _____

Other

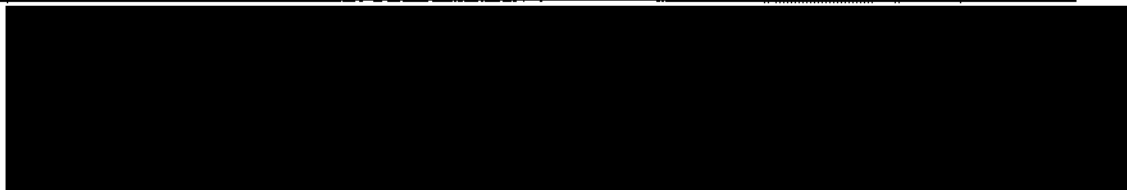
£ _____ : _____ p please specify _____

Total

£ 5795 : 00 p ✓

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

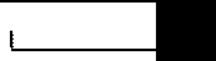
**Declaration**

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

 15/11/07**Data protection**

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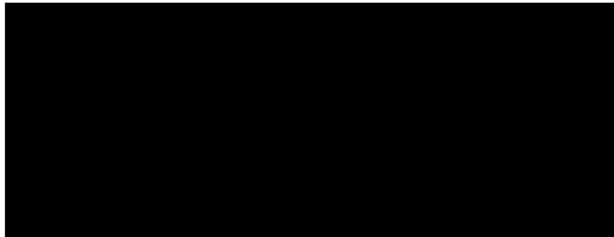
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Send your completed
form to

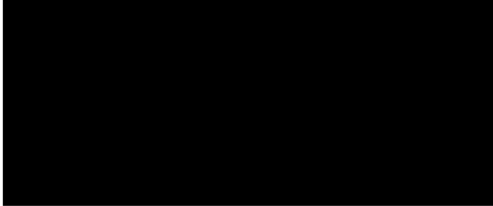
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA

**Application For Payment and/or
Notice to Long Leaseholders of Rent Due
under the Commonhold and Leasehold
Reform Act 2002 Section 166**



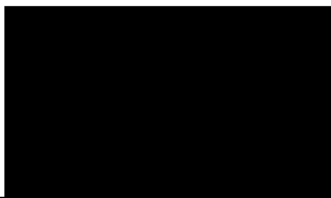
~~(This is not a VAT invoice)~~
TO: TENANT/LEASEHOLDER (NOTE 1)

Mr [REDACTED] S H Hesford

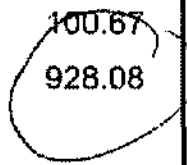


APPLICATION No
TAX POINT DATE
16/01/2007
CLIENTS VAT No

THIS NOTICE IS GIVEN IN RESPECT OF



DUPLICATE	DETAIL	VAT	AMOUNT
-			
29 Sep 07	Half Yearly Rent in Advance	29 Sep 07-24 Mar 08	25.00
29 Sep 07	Half Yearly S/C Reserve In Advance	29 Sep 07-24 Mar 08	571.50
29 Sep 07	Half Yearly S/C insurance In Advance	29 Sep 07-24 Mar 08	100.67
29 Sep 07	Half Yearly Service Charge In Advance	29 Sep 07-24 Mar 08	928.08



BALANCE B/ FORWARD	0.25	NETT DUE	1,625.25	VAT DUE	0.00	TOTAL DUE	1,625.50
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Cost/Cat 2

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Please list

Please attach

Period of claim

from 1 1 4 1 0 7 to 3 1 1 8 1 0 7 x 5

Total cost of hotel stays
attach all receipts

£ _____ p

Mortgage payments
(interest only) or rent

£ 4 5 0 0 : 0 0 p x 5

Food

£ 2 0 0 0 : 0 0 p x 5

Utilities

£ _____ : _____ p

Council Tax/Rates

£ _____ : _____ p

Telephone and telecommunications

£ 2 4 0 : 0 0 p

Cleaning

£ 2 4 0 : 0 0 p

Service/maintenance

£ 2 4 0 : 0 0 p

Repairs/insurance/security

£ 2 4 0 : 0 0 p

Other

£ _____ : _____ p

▶ please specify _____

Other

£ _____ : _____ p

▶ please specify _____

Other

£ _____ : _____ p

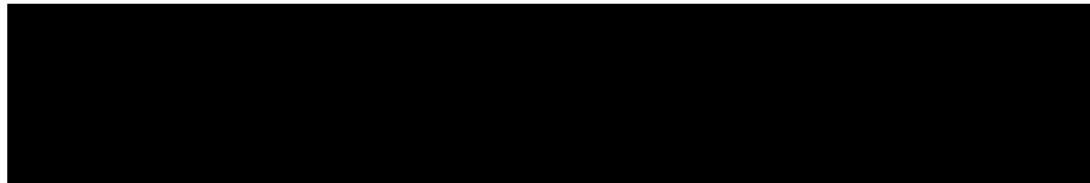
▶ please specify _____

Total

£ 7 4 6 0 : 0 0 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



✓

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

20/8/07

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