



428832  
Additional Costs Allowance

4/6/09  
21 MAY 2009  
9/10

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.

680703

Your details

Name in CAPITAL LETTERS

STEPHEN HESFORD

Constituency

WIRRAL WEST

514602

Office use only

Cost/Cat 2

M HESFSD

Supp/Res ID

[Redacted]

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.

Period of claim

from 01/4/09 to 31/5/09 (x2)

Total cost of hotel stays

£ \_\_\_\_\_ p

attach all receipts

Mortgage payments (interest only) or rent

✓ 514631 £ 1000 : 00 p x2

Food

£ ~~800 : 00~~ p x2

- Now Subsistence

Utilities

✓ 514636 £ 19 : 41 p

Council Tax/Rates

✓ 514633 £ 1111 : 00 p

Telephone and telecommunications

£ \_\_\_\_\_ : \_\_\_\_\_ p

Cleaning

£ \_\_\_\_\_ : \_\_\_\_\_ p

Service/maintenance

✓ 514636 £ 1674 : 90 p

514636! £1912.30

Repairs/insurance/security

✓ Home 514636 £ 50 : 49 p

Other

✓ 514636 £ 142 : 50 p

▶ please specify TV Licence

Other

✓ 514636 £ 25 : 00 p

▶ please specify Ground Rent

Other

£ \_\_\_\_\_ : \_\_\_\_\_ p

▶ please specify

Total

£ 4023 : 90  
~~4823 : 90~~

BM

5887844  
JK  
2/6

**Details of second home** *if applicable*

Address of  
second home  
for Additional  
Costs Allowance

[Redacted]  
[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

17/5/09

**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

Mr & Mrs S H Hesford

Pursuant to Sections 47 and 48 Landlord & Tenant Act 1987 the address of your landlord and where notices may be served is:-

Date: 23/03/2009  
Document No: [REDACTED]  
Tenancy Ref: [REDACTED]

*paid  
21/4/09*

### APPLICATION

Re: [REDACTED]

Due Date	Description	From	To	Amount
25/03/2009	General Service Charges	25/03/2009	28/09/2009	295.65
25/03/2009	Group 2 - Building Insurance	25/03/2009	28/09/2009	100.94
25/03/2009	Group 3 - Boiler Costs	25/03/2009	28/09/2009	630.81
25/03/2009	Group 4-Man Agent & Admin Fees	25/03/2009	28/09/2009	160.38
25/03/2009	Group 5 - Reserve Fund	25/03/2009	28/09/2009	487.12

Bank Details: [REDACTED]  
Account Number: [REDACTED]  
Lloyds TSB - Sort Code: [REDACTED]  
If you require a receipt please enclose a SAE

Total 1,674.90

Mr & Mrs S H Hesford

Pursuant to Sections 47 and 48 Landlord & Tenant Act 1987 the address of your landlord and where notices may be served is:-

Date: 23/03/2009  
Document No: [REDACTED]  
Tenancy Ref: [REDACTED]

*paid  
21/4/09*

**APPLICATION**

Due Date	Description	From	To	Amount
25/03/2009	Ground Rent	25/03/2009	28/09/2009	25.00

Bank Details- [REDACTED]  
Account Number: [REDACTED]  
Lloyds TSB - Sort Code: [REDACTED]  
If you require a receipt please enclose a SAE

Total 25.00

# Renewal notice


388/400-010605/000191:002-A  
Mr S Hesford

49000



*paid  
22/4/09*



 Please renew your TV Licence at [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk)

Dear Mr Hesford,

31 March 2009

Your TV Licence is due to expire on **30 April 2009**.

It'll take just minutes to renew it online. You can also choose to receive your TV Licence by email.

It's as quick and simple as this:

1. Go to [www.tvlicensing.co.uk/buyorrenew](http://www.tvlicensing.co.uk/buyorrenew) with your TV Licence number and bank details to hand.
2. Choose from the options 'Direct Debit' and 'Credit or debit card'.
3. Select 'Email my TV Licence to me'.

If you set up a Direct Debit, you can pay monthly, quarterly or yearly.

If you don't have access to a computer, you can pay using the payment slip below or choose from the options listed over the page.

It is important that you renew your TV Licence by 30 April 2009. If you don't, it will be illegal for you to watch or record TV programmes at this address as they're being shown on TV. Whether you use a TV set, digital box, computer or mobile phone, it will still be illegal.

For more information, please visit [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk).

Yours sincerely



Carl Shimeid  
Operations Director

Renewal amount:

**£142.50**

Payment due by:

**30 April 2009**

New licence period:

**1 May 2009  
to 30 April 2010**

**Ready for digital TV?**

Digital TV switchover is coming. Find out what you need to do overleaf.

REN1/MD1/09/08/E

# Reminder for 2009/10



Your Account number



MR STEPHEN HESFORD ✓

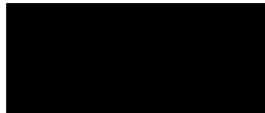


Date:  
**10 April 2009**

Account enquiries:  
**Call 0845 300 0328**

43341012  
000269

Property subject to council tax:



Your PayPoint reference:



Our records show that at 9 April 2009 you have fallen behind with your council tax payments. To bring your account up to date, please pay £112.60 by 20 April 2009. See overleaf for details of how to pay.

If your payment is not received, your entitlement to pay by instalments will be cancelled. Legal action will be taken after a further seven days for the full amount of £1111.60 owing for this year. The costs of this action will be added to your bill.

If you recently paid to bring your account up to date it was not in sufficient time to prevent this reminder. Please ensure your future payments are received in time to reach your account by the due date. This way you will avoid further reminders, final notices or recovery action.

**Failure to pay will result in legal proceedings.**

*paid 20/4/09*

Full balance due for this financial year: **£1111.60**

**Total amount due now: £112.60**

**Switch to direct debit - pay monthly on the 1st, 5th, 10th, 15th, 20th or 25th.**

Over 45,000 Lambeth households now pay their council tax by direct debit and don't get reminders like this.

Joining them is simple, just call 0845 300 0328 and tell us your bank details.



www.edfenergy.com  
 Any questions?  
**0800 096 9000**  
 Mon-Fri 8am to 8pm  
 Sat 8am to 2pm  
 account number  
 [REDACTED]

Electricity emergency  
**0800 028 0247**  
 24 hours a day 7 days a week  
 bill for 9 Feb 09 - 8 May 09  
 bill date 11 May 09



24652

MR STEPHEN HESFORD



Page 2 of 3



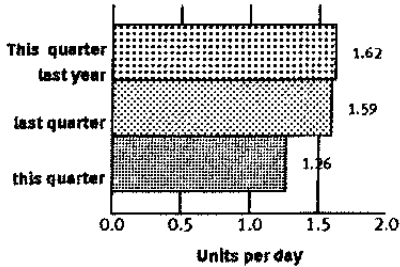
**electricity bill: £19.41**

Please pay **£19.41**.

*paid  
17/5/09*

**B**

**→ Your average daily electricity usage**



**bill summary**

Amount of last bill	<b>£30.98</b>
Payments	<b>-£30.98</b>
Charges this period	<b>£19.41</b>
<b>Total for this period</b>	<b>£19.41</b>

Payment due from the date of this bill, please ensure payment reaches us no later than 25 May 09

**Nectar points this quarter**



Reserved Nectar points **50**

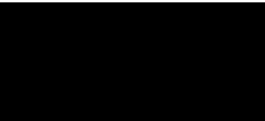
**Don't forget to register to start collecting Nectar points**  
 Don't forget to register with us for Nectar or you'll miss out on the reserved points we've been saving for you. It couldn't be easier to register, simply visit us at [www.edfenergy.com/nectarforhome](http://www.edfenergy.com/nectarforhome)

**S** [REDACTED]

# Reply Slip

This cover is for homeowners only.   
IF YOUR DETAILS ARE INCORRECT, PLEASE TICK AND AMEND

Mr S Hesford



### TICK TO INDICATE PAYMENT METHOD AND COMPLETE THE RELEVANT SECTION

- 1. Direct Debit - Annually £50.49
- 2. Direct Debit - Quarterly £12.62
- 3. Direct Debit - Monthly £4.20
- 4. Other payment options (see overleaf) £50.49

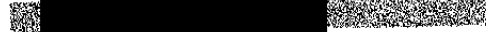
Prices include all fees and Insurance Premium Tax (IPT).  
Please see overleaf for important information.

## Instruction to your Bank or Building Society to pay by Direct Debit



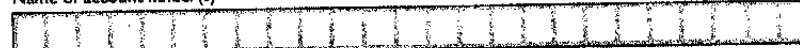
Originator's identification number

Reference:



Please fill in this form using a ball point pen and send to:  
Freepost RLYC-LXAL-GEEH, Homeserve, Cable Drive, Walsall, WS2 7BN.

Name of account holder(s)



Name and full postal address of your Bank or Building Society



Branch Sort Code No.



Bank/Building Society account no.



### Instruction to your Bank or Building Society.

Please pay Homeserve Membership Ltd Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Homeserve Membership Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s) *X*

Date



*paid*  
*21/4/09*

**PRIVATE AND CONFIDENTIAL**

Mr Stephen Hesford MP  
House of Commons  
Westminster  
London  
SW1A 0AA

Tel : 020 7219 [REDACTED]  
Fax : 020 7219 [REDACTED]  
Email : [REDACTED]@parliament.uk

2 June 2009

Dear Mr Hesford

**Additional Costs Allowance (ACA) 2009/2010**

Thank you for your ACA (now PAAE) claim dated 17 May 2009, a copy of which is enclosed for ease of reference.

With reference to your claim of £800.00 for food, for April and May; as from 1 April the food allowance was replaced by a subsistence allowance. The subsistence allowance allows members to claim £25 for each night spent at their second home.

Please note that Members should claim for the actual number of overnight stays rather than forecast how many nights they intend to stay for the period of their claim.

You may either resubmit the claim for subsistence immediately, entering the actual number of overnight stays as at the relevant date; or wait until the end of the month before submitting a claim for the full period.

The balance of your claim, totalling £4,023.90, has been processed and the funds should reach your account within the next few days.

If you have any questions regarding the above, please contact me or the Enquiry and Advice team on extension [REDACTED]

Yours sincerely

[REDACTED]  
**Assistant Validation Officer**

Encl.

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

