

Additional Costs Allowance

MEMBERS  
30 MAR 2009  
BUDGETS

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 647500  
514602  
514500

Your details

Name  
in CAPITAL LETTERS

DON TOMMIS

Constituency

28LWYW

Office use only

Cost/Cat 2

M TOMMIS

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.

417512  
S.S 6-4-09

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 1 / 4 / 09

to 30 / 6 / 09

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and  
telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ 377 : 00 p

▶ please specify

Services

Other

£ 213 : 36 p

▶ please specify

Water

Other

£ : p

▶ please specify

Total

£ ~~377~~ : 00 p

1000 36

**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

1 April 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

APPLICATION FOR RENTS DUE

Mr James. Donnelly Touhig  
& Mrs Jennifer Touhig

Date: 16 Mar 2009

Our Ref: [REDACTED]

Page No: 1

RE: [REDACTED]

Date	Description	Debit	Credit	Balance
	Balance Brought Forward	877.00		877.00dr
12 Jan 2009	Payment Received - Thank You		877.00	0.00
1 Apr 2009	Interim S/Charge 1 Apr 2009 to 30 Jun 2009	877.00		877.00dr
	Amount Now Due			877.00dr

INTEREST IS CHARGED FOR LATE PAYMENT

PLEASE:

- 1: Make your cheque payable to [REDACTED] and remit to this office.
- 2: Note your reference [REDACTED] on the reverse of your cheque.
- 3: If you require a receipt return this form with your cheque.

OR

4: To make a payment direct into [REDACTED] Bank Account, the details are:

Bank - [REDACTED]  
Sort Code - [REDACTED]  
Account No - [REDACTED]  
Quote your flat reference [REDACTED]

THANK YOU

NOTICE IS HEREBY GIVEN pursuant to the Landlord and Tenant Act 1987 Section 48 that all notices (including notices in proceedings) may be served upon the Landlord: [REDACTED]

 **Alliance Leicester**

*Trans cash*



bank giro credit 

COMMERCIAL BANK 800tle Merseyside CIR 0AA  
Reference (customer account number)

Credit account number

Standard fee payable at PO Counter

[Redacted]

[Redacted]

£ 213.36

Cheque NOT acceptable at Post Office

Cashiers stamp and initials

Signature

Date

MR J D TOUHIG

[Redacted]

 **NatWest**  
Collection Account  
Thames Water  
Utilities Ltd

Cash		.
Cheques		.
£		

Items

Fee

[Redacted]

Please do not write or mark below this line and do not fold this counterfoil



X



Water Services Bill  
Tel: 0845 9200 888

Account Number  
[REDACTED]

If you like the convenience of using online services, you can pay your bill, tell us you're moving and more, simply log on to [www.thameswater.co.uk](http://www.thameswater.co.uk)

JM0171210\_1S0PL\_7718  
AA59864/007716/017149

[REDACTED]  
MR J D TOUHIG  
[REDACTED]

**Your water services bill for the year 1 April 2009 to 31 March 2010**

Current charges

**£426.71**

See below

Amount to pay by  
**1st April 09**

**£213.36**

The remaining £213.35 should be paid by 1st October 09 - 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 £426.71

**Service charges 1 April 2009 - 31 March 2010**

Service charges	Chargeable value/rate per £	Supply charge £	Fixed charge £	Totals £
Water	513 @ 48.72p	249.93	27.00	276.93
Wastewater	513 @ 22.18p	113.78	36.00	149.78
			<b>Charges</b>	<b>£426.71</b>

**Paying your bill**

If paying at a bank, please allow 7 days for payment to reach us. There is no counter fee if you pay at a branch of your bank. Full details of how to pay are shown on the back.

**Other ways to pay**

Direct Debit is the easiest way to pay - simply call our Direct Debit Hotline on 0845 6410 055 or fill in the form on the reverse and return it to us within 7 days.



Additional Costs Allowance

09/10

07 APR 2009

ACA2

PAAE

Member's claim form

419382 SE 16/16

About filling in this form

- For details of costs you can claim for, see *Green Book* section 7.NV.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

654500  
514602  
514500

Your details

Name in CAPITAL LETTERS

DON TUDHIG

Constituency

28 WYN

Office use only

Cost/Cat 2

M T O U H D I S

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.
- 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 / 4 / 09 to 31 / 3 / 10

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

114633 Council Tax/Rates

£ 756 : 38 p

5878892  
CC 04/14

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/  
security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 756 : 38 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

4 April 09

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Send your completed  
form to

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



# City of Westminster

Enquiries by post:  
Westminster City Council, Council Tax, PO Box 165, Erith DA8 9DW

Send payments to:  
Westminster City Council, PO Box 397, Warrington WA55 1GG  
Tel: 0845 302 3400 8.30am to 6pm Monday to Friday  
Minicom: 0845 070 0281 (call charges will vary)  
Email: WestminsterCouncilTax2@Capita.co.uk



Date of Issue: 16-MAR-2009

MR JD TOUHIG, MRS J TOUHIG	
Account reference	

Address of property	
Property reference	

## Council tax demand notice 2009/2010

The property above has been placed in **band E**. For properties in this band within the City of Westminster (not including the Montpelier Square area) the amounts set for the financial year 2009 to 2010 are as follows.

	Percentage (%) change from last year	
City of Westminster	0.0 % Increase	461.75
Greater London Authority	0.0 % Increase	378.67
<hr/>		
Council tax for your property 2009 to 2010	0.0 % Increase	840.42
<hr/>		
Charge for period 01-APR-2009 to 31-MAR-2010		840.42
<b>Adjustments</b>	<b>Period</b>	
Discount 10% : 2nd home/company property	01-APR-2009 31-MAR-2010	-84.04

**Please quote the full 11-digit account reference when making a payment.**

If you believe you are no longer entitled to a discount, you must notify the City Council within 21 days or you may be subject to a penalty charge. The amounts shown below are currently payable by cash / cheque. You may also pay by one of the payment methods detailed overleaf. The City Council recommends paying by direct debit.

**Total** 756.38

Date of payment	Amount due	Date of payment	Amount due
01-APR-2009	72.38	01-OCT-2009	76.00
01-MAY-2009	76.00	01-NOV-2009	76.00
01-JUN-2009	76.00	01-DEC-2009	76.00
01-JUL-2009	76.00	01-JAN-2010	76.00
01-AUG-2009	76.00		
01-SEP-2009	76.00		

### Efficiency information

Councils and Fire Authorities must consider economy, efficiency and effectiveness in their actions. An efficiency saving occurs when the cost of an activity falls but its effectiveness does not. By the end of March 2009, efficiency savings since April 2008 are forecast to be:

	Efficiency savings	as a % of 2007/08 spending
Westminster City Council	£16,980,000	4.5%
London Fire and Emergency Planning Authority	£4,724,000	1.1%

These efficiencies equal £135 for the average Band D home







HOUSE OF COMMONS

5883052  
7/5 AP

PAAE 2

**Member's Reimbursement Form**  
Personal Additional Accommodation Expenditure (PAAE)

Office use only  
Costs/Cat2

Supp/Res ID

MT00HD1S

Allowance 514602

665604

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

DON TOMLIN

28 LWYN

Claim details

Month/period to be claimed

From

1 0 4 2 0 0 9 To 3 0 0 4 2 0 0 9

09/10 05/12

Subsistence

(No receipts required)

Number of nights spent away from main home

@ £25.00 per night £

Exp type/  
Cat5

Cost of accommodation

Mortgage interest	£ 1449	514 631
Hotel	£	514 ---
Rent (inc deposits)	£	514 ---
Council Tax/rates	£	514 ---

Fixtures, fittings and furnishings

423349  
JK  
7/5

£		
£		
£		
£		
£		
£		
Total	£	514 ---

Other household costs

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

FDF

£ 2529	514 636
£	
£	
£	
£	
£	
Total	£ 25.29 514 636

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

RE

Grand Total £ 474.29

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

[Redacted Signature]

Date

27/4/09

Data Protection

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About filling in this form.

If you have any questions about this form, please call 020 7219 1340

Send your completed form to:

Operations Directorate, Department of Resources  
House of Commons, London SW1A 0AA



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 2 Jan 09 - 1 Apr 09

bill date 2 Apr 09



24411

MR D TOUHIG

[Redacted]

Page 2 of 3



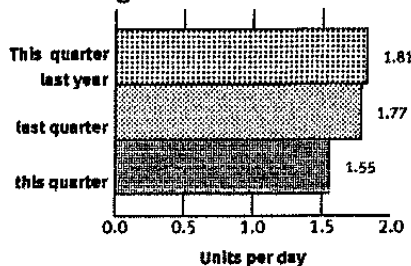
electricity bill: **£25.29**

Please pay **£25.29**.

M



Your average daily electricity usage



### bill summary

Amount of last bill	£33.56
Payments	-£33.56
Charges this period	£25.29
Total for this period	£25.29

Payment due from the date of this bill, please ensure payment reaches us no later than 16 April 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]



HOUSE OF COMMONS

03 JUN 2009

PAAE 2

**Member's Reimbursement Form**  
Personal Additional Accommodation Expenditure (PAAE)

Office use only  
Costs/Cat2

MCHDIS  
Allowance 514602

Supp/Res ID

684805

Member's Name (CAPITAL LETTERS)

DON TUMHIG

Constituency (CAPITAL LETTERS)

28CWVA

Claim details

Month/period to be claimed

From 01 05 2009 To 30 09 2009

Subsistence

(No receipts required)

Number of nights spent away from main home

@ £25.00 per night £

Exp type/  
Cat5

Cost of accommodation

NB claim at level of new cov 19/5/09

09/10 year

Mortgage interest £

1250

514 631

Hotel £

514 ---

Rent (inc deposits) £

514 ---

Council Tax/rates £

514 ---

Fixtures, fittings and furnishings

5889039  
RS 11/06

CHANGES

etc

Total £

514 ---

Other household costs

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

Total £

514 ---

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £ 1250 ✓

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

[Redacted Signature]

Date

1 June 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 HMRC. 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).



HOUSE OF COMMONS 23 JUN 2009

5891798

PAAE 2

**Member's Reimbursement Form**  
Personal Additional Accommodation Expenditure (PAAE)

Office use only  
Costc/Cat2  
M TOUHDIS  
Allowance 514602

Supp/Res ID

Member's Name (CAPITAL LETTERS)

Constituency (CAPITAL LETTERS)

DOWN TOWNS

ZELWYN

695304

Claim details

Month/period to be claimed

From 01072004 To 01102004

Subsistence

(No receipts required)

Number of nights spent away from main home

@ £25.00 per night £

Exp type/  
Cat5

Cost of accommodation

433229

Mortgage interest £

514

Hotel £

514

Rent (inc deposits) £

514

Council Tax/rates £

514

MB 30/6

Fixtures, fittings and furnishings

£
£
£
£
£
£

Total £

514

Other household costs

(e.g. service charges, utilities, telecommunications, maintenance and repairs)

SERVICIS CHARGES

£ 741.42

£
£
£
£
£
£

Total £

741.42 514 636

Please securely attach required documentation e.g. invoices, receipts etc. in support of individual items equal to or in excess of £25.00 unless standing documents e.g. mortgage statements, rental agreements etc. have previously been lodged.

Grand Total £

741.42

BM

Authorisation and declaration

- ✓ I confirm that the amounts claimed were incurred in respect of my additional home as reported to the Department of Resources.
- ✓ I confirm that the amounts claimed comply with the principles and rules contained in the Green Book.

Member's Signature

[Redacted Signature]

Date

23/6/09

Data Protection

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APPLICATION FOR RENTS DUE

Mr James. Donnelly Touhig  
& Mrs Jennifer Touhig

Date: 17 Jun 2009

Our Ref: [REDACTED]

Page No: 1

RE: [REDACTED]

Date	Description	Debit	Credit	Balance
	Balance Brought Forward	877.00		877.00dr
8 Apr 2009	Payment Received - Thank You		877.00	0.00
8 Apr 2009	Reversal - Reference [REDACTED] Cheque returned by the bank 17.04.09	877.00		877.00dr
22 Apr 2009	Payment Received - Thank You		877.00	0.00
1 Jul 2009	Credit y/e 31st December 2008		135.58	135.58cr
1 Jul 2009	Interim S/Charge 1 Jul 2009 to 30 Sep 2009	877.00		741.42dr
	Amount Now Due			741.42dr

NOTICE IS HEREBY GIVEN pursuant to the Landlord and Tenant Act 1987 Section 48 that all notices (including notices in proceedings) may be served upon the Landlord:- [REDACTED]