



Additional Cost

ACA2

# Member's claim form

01 MAR 2006

Page 1 of 2

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

## Your details

Name in CAPITAL LETTERS

JOHN HAYES MP

Constituency

S. HOLLAND & THE DEEPINGS

## 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

remaining balance paid

Period of claim

from 01/03/06 to 31/03/06

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1,765 : 94 p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

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

£ ~~1,765~~ : 94 p

Pay £ 1,474.97

continued on page 2


**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

Signature

 MP

Date

28/2/06 .

**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.

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Send your completed  
form to

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



Mr J [redacted] Hayes



Our Ref: [redacted]



01 September 2005

Dear Mr [redacted] Hayes



Your Mortgage Account Number: [redacted]



Thank you for your recent enquiry.

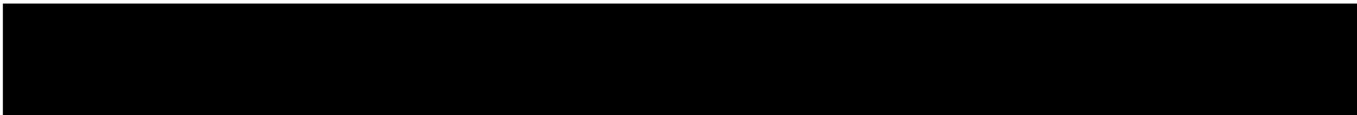
I can confirm that the current required monthly instalment for the above mortgage is E1765.94 and it is administered on an Interest Only basis.



Yours sincerely



Customer Operations





Additional Costs Allowance

ACA2

Member's cl

1 FEB 2006

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
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Your details

Name in CAPITAL LETTERS

JOHN HAYES MP

Constituency

S. HOLLAND & THE DEERING

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 01/02/06 to 28/02/06 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,765 : 94 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

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

£ 1,765 : 94 p ✓

continued on page 2

**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

Signature

MP

Date

1/2/06

**Data protection**

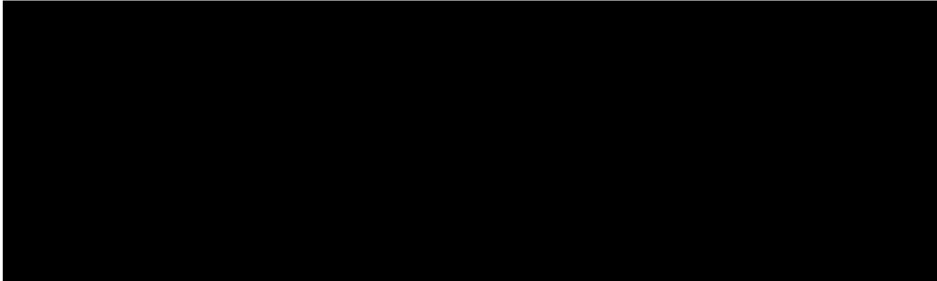
The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information 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.

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Send your completed  
form to

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



Mr J [redacted] Hayes



Our Ref: [redacted]



01 September 2005

Dear Mr [redacted] Hayes

Your Mortgage Account Number: [redacted]



Thank you for your recent enquiry.

I can confirm that the current required monthly instalment for the above mortgage is £1765.94 and it is administered on an Interest Only basis.



Yours sincerely,



Customer Operations





Additional Costs Allowance

Member's claim form

03

About filling in this form

- For details of costs you can claim for, see *Green Book* section 10.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JOHN HAYES MP

Constituency

S. HOLLAND & THE DEEPINGS

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 01/01/06 to 31/01/06

Total cost of hotel stays  
attach all receipts

£ : p

Mortgage payments  
(interest only) or rent

£ 1765 : 94 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 881 : 75 p ✓ ▶ please specify SERVICE CHARGES

Other

£ : p ▶ please specify

Other

£ : p ▶ please specify

Total

£ 2647 : 69 p

continued on page 2

**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

Signature



MP

Date

1/1/06

**Data protection**

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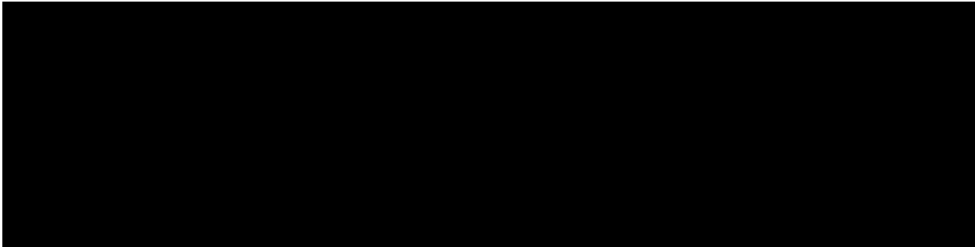
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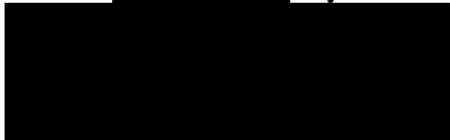
Send your completed  
form to

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





Mr J [redacted] Hayes



Our Ref [redacted]



01 September 2005

Dear Mr [redacted] Hayes

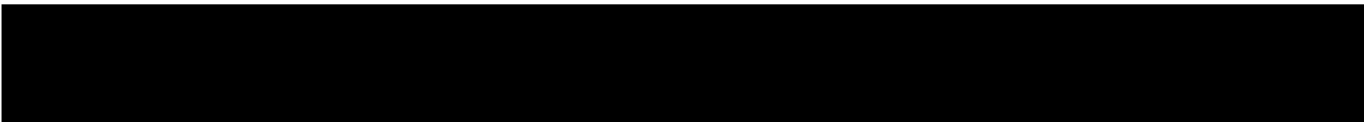
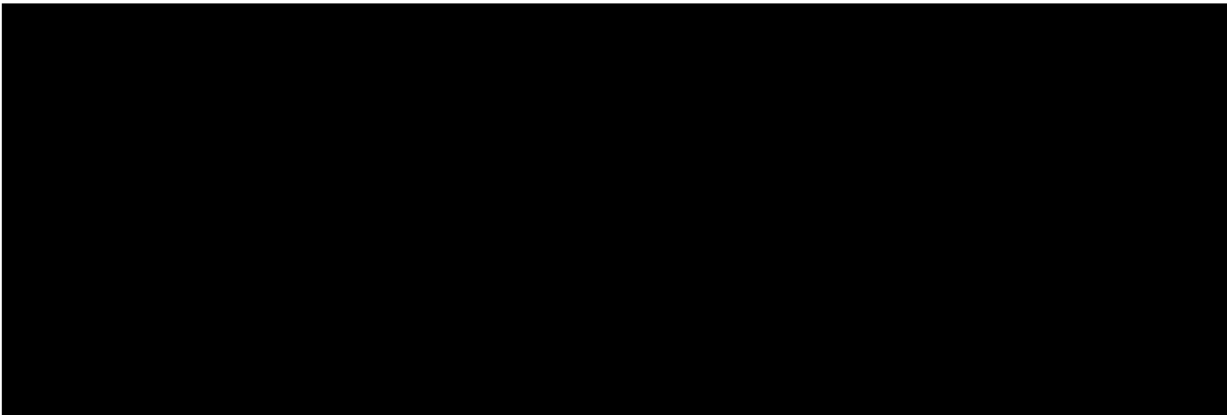


**Your Mortgage Account Number** [redacted]



Thank you for your recent enquiry.

I can confirm that the current required monthly instalment for the above mortgage is £1765.94 and it is administered on an Interest Only basis.



Printed: 02/12/2005

APPLICATION FOR PAYMENT

RE:

Your Ref:

Acting as Agents for:

VAT Registration No:

Due Date	Tax Point	Detail	Amount	VAT	Code
25/12/05		Rent - Quarterly	100.00	0.00	2
		FROM 25/12/05 TO 24/03/06			
25/12/05		Annual Service Charge	781.75	0.00	2
		FROM 25/12/05 TO 24/03/06			

Code

Net

VAT

NET	881.75
ADD VAT	0.00
AMOUNT DUE	881.75



Member's claim form

23 DEC 2005

About filling in this form

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Your details

Name in CAPITAL LETTERS

JOHN HAYES MP.

Constituency

S. HOLLAND & THE DEEPINGS.

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 1 / 12 / 05 to 31 / 12 / 05.

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1765 : 94 p

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

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

£ 1,965 : 94 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

Signature



MP

Date

1/12/05

**Data protection**

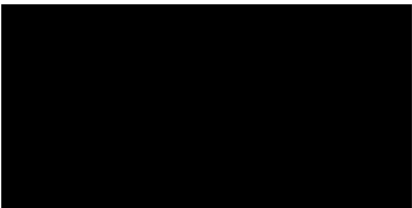
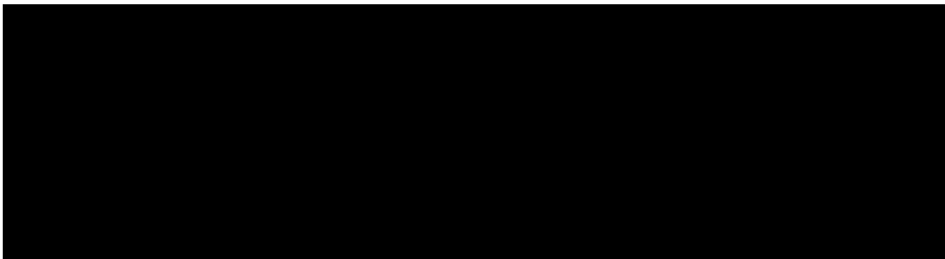
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Send your completed  
form to

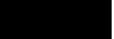
Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1A 0AA



Our Ref:



01 September 2005

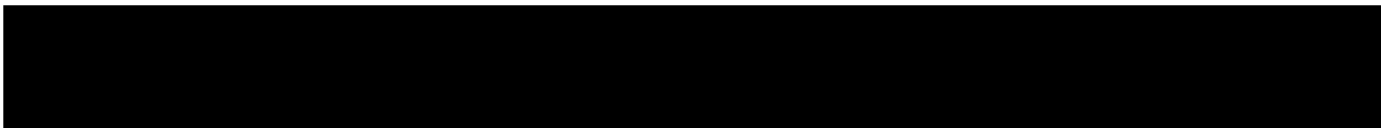
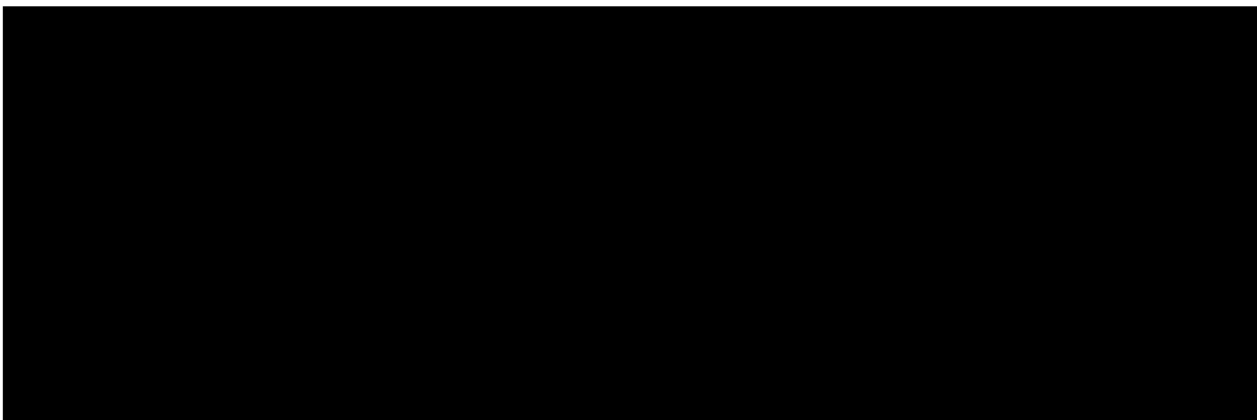
Dear Mr  Hayes

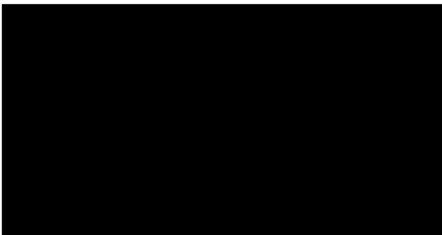
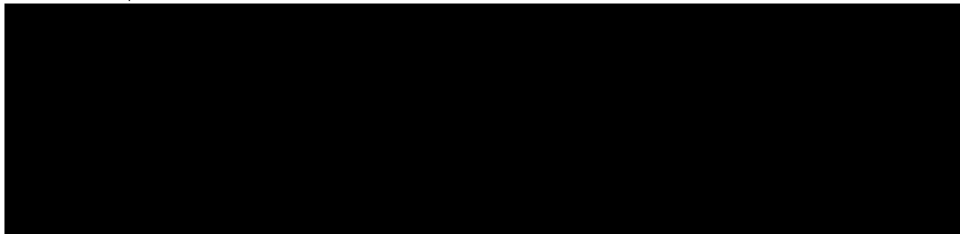
Your Mortgage Account Number:



Thank you for your recent enquiry.

I can confirm that the current required monthly instalment for the above mortgage is £1765.94 and it is administered on an Interest Only basis.





Our Ref



25 November 2005

Dear



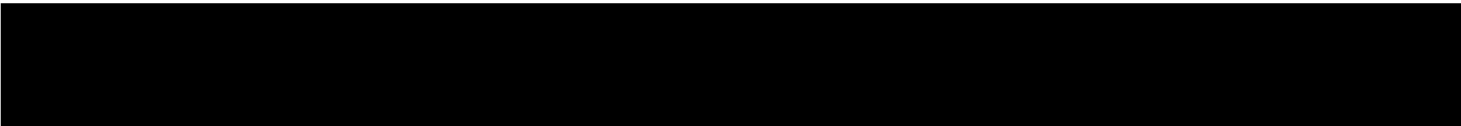
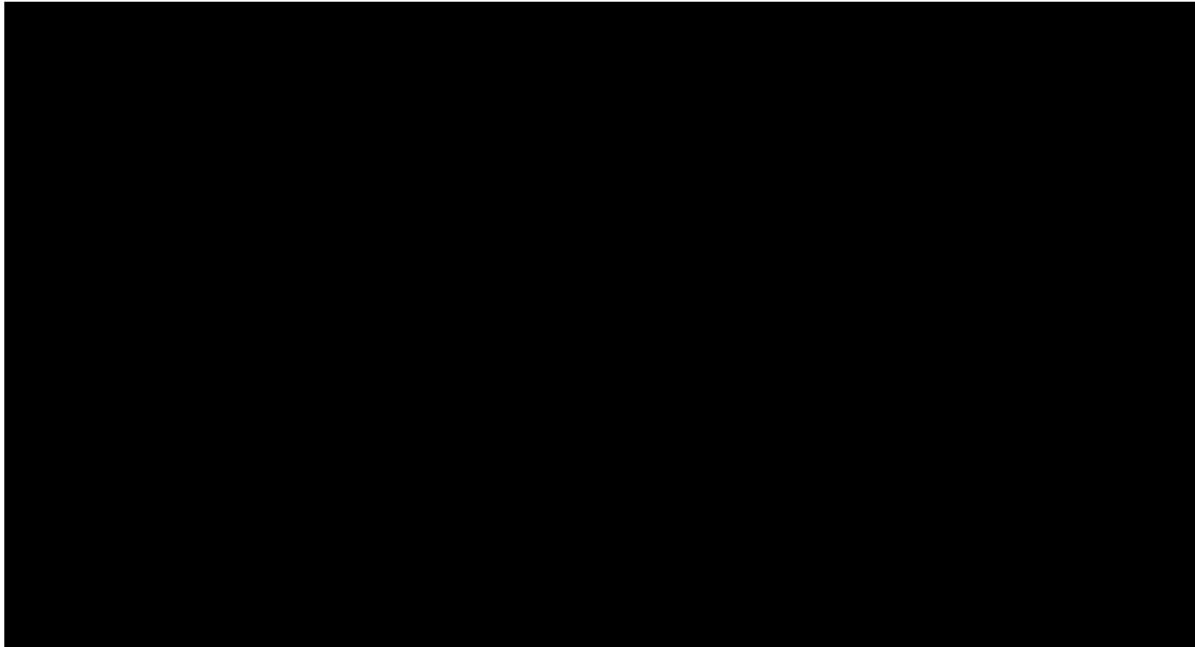
**Mortgage Account Number:**



MORTGAGE INTEREST CHARGED FOR SUB-ACCOUNT(S) 01 SECURED AGAINST



I certify that interest of £17827.98 has been charged by  
year ended 31 March 2005.





Member's claim

About filling in this form

- For details of costs you can claim for, see *Green Book* section 10.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JOHN HAYES

Constituency

S. HOLLAND & THE DEEPINGS

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 1 / 10 / 05

to 31 / 10 / 05 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1765 : 94 p

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 46 : 32 p ✓

▶ please specify electricity

Other

£ 38 : 09 p ✓

▶ please specify gas

Other

£ : p

▶ please specify

Total

£ 2050 : 35 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

**Signature**

[Redacted Signature] MP

**Date**

31/10/05

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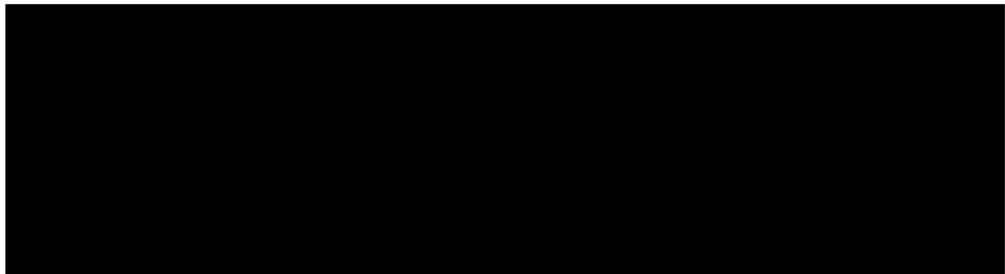
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**Send your completed  
form to**

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





Our Ref



01 September 2005

Dear

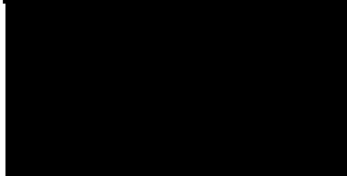


Your Mortgage Account Number



Thank you for your recent enquiry.

I can confirm that the current required monthly instalment for the above mortgage is £1765.94 and it is administered on an Interest Only basis.



Customer Operations



Account number

**Electricity bill**

Please pay

**£46.32**

MR J HAYES

**THIS IS AN  
ESTIMATED  
BILL**

Account number  
[REDACTED]

**ESTIMATED  
Gas bill**

Please pay

**£38.09**

Please make sure your payment  
reaches us within 14 days.

[REDACTED]  
MR J HAYES  
[REDACTED]



Additional Costs Allowance

ACA2

Member's name

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

JOHN HAYES MP ✓

Constituency

S. HOLLAND & THE DEEPINGS

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 / 10 / 05 to 31 / 10 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,765 : 94 ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 333 : 80 ✓

▶ please specify WATER SERVICES CHARGES

Other

£ 36 : 99 ✓

▶ please specify SERVICE CHARGES

Other

£ : p

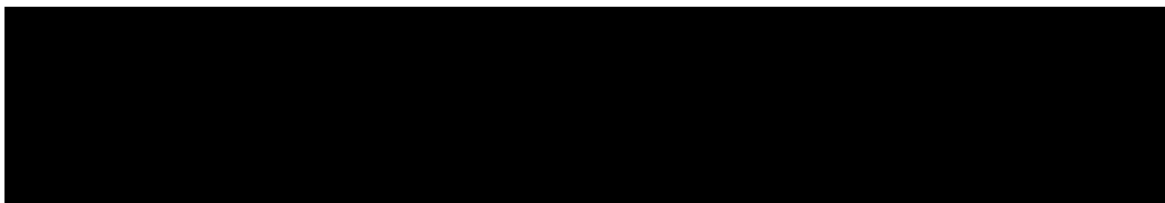
▶ please specify

Total

£ 2136 : 73 ✓

**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**

1/10/05

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**Send your completed  
form to**

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

Printed: 05/09/2005

APPLICATION FOR PAYMENT

RE:

Your Ref:

Acting as Agents for:

Mr J

Hayes

VAT Registration No:

Due Date-Tax Point	Detail	Amount	VAT	Code
***ARREARS AND PREVIOUSLY DEMANDED ITEMS***				
25/07/05	Year End Settlement Charge FROM 25/12/03 TO 24/12/04	-713.76		
	BALANCE BROUGHT FORWARD	-713.76		
***THIS DEMAND***				
29/09/05	Rent - Quarterly FROM 29/09/05 TO 24/12/05	100.00	0.00	2
29/09/05	Annual Service Charge FROM 29/09/05 TO 24/12/05	650.75	0.00	2

Code

Net

VAT



NET	36.99
ADD VAT	0.00
AMOUNT DUE	36.99



Date  
31st August 2005

Account Number  
[REDACTED]

Water Services  
[REDACTED]

[REDACTED]  
[REDACTED]  
MR JOHN HAYES  
[REDACTED]  
[REDACTED]

## Reminder

The second instalment of your water services charges is due on 1st October 2005.  
(For full details please refer to your original bill)

If you have paid your second instalment in the last seven days, please ignore the rest of this reminder.

### CURRENT STATEMENT

£

Charges due - Shown on last bill  
Paid - thank you

667.61

333.81

**Amount due on 1st October 2005**

**333.80**

[REDACTED]

[Redacted]

[Redacted]

[Redacted]

Our Ref: [Redacted]

01 September 2005

[Redacted]

**Your Mortgage Account Number:** [Redacted]

Thank you for your recent enquiry.

I can confirm that the current required monthly instalment for the above mortgage is £1765.94 and it is administered on an Interest Only basis.

[Redacted]

[Redacted]





Member's claim

02 SEP 2005

About filling in this form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

JOHN HAYES MP

Constituency

S. HOLLAND & THE DEEPINGS

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 01/09/05 to 30/10/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,765 : 94 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

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

£ 1,765 : 94 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 stop my night away from my sole or main home for the purpose of performing  
my

Signature

Date

2/7/05

**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.

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form to

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

[Redacted]

[Redacted]

[Redacted]

Our Ref

[Redacted]

01 September 2005

[Redacted]

**Your Mortgage Account Number:**

[Redacted]

Thank you for your recent enquiry.

I can confirm that the current required monthly instalment for the above mortgage is £1765.04 and it is administered on an Interest Only basis.

[Redacted]

[Redacted]

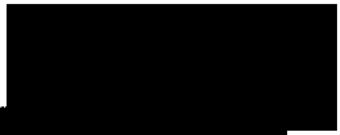


Member's claim form

01 AUG 2005

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.



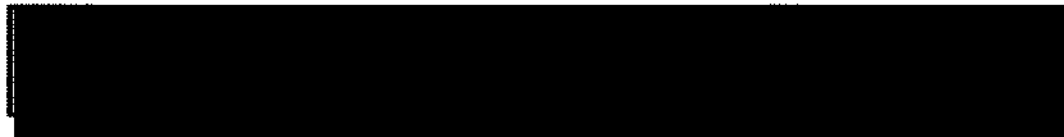
Your details

Name in CAPITAL LETTERS

JOHN HAYES MP

Constituency

S. HOLLAND & THE DEEPINGS



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 01/08/05 to 31/08/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,765:94 p ✓

Food

£ 200 : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p ▶ please specify

Other

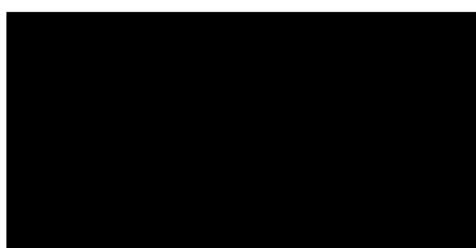
£ : p ▶ please specify

Other

£ : p ▶ please specify

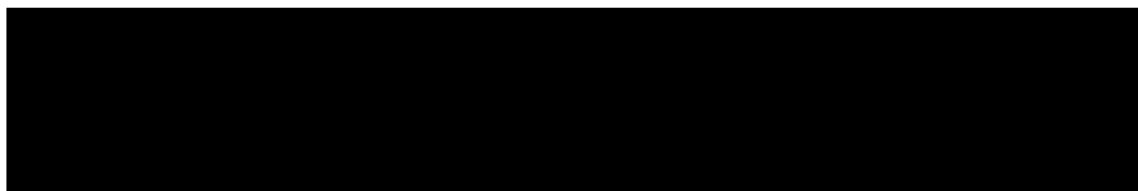
Total

£ 1965:94 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

**Signature**



MP

**Date**

1/08/05

**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 J [redacted] S Hayes

27 May 2004

Your Mortgage Account Number [redacted]

Thank you for choosing a C&G mortgage. Your payment details are shown below.

Please note that your first payment will be higher than your normal monthly payment. This is because, in addition to your first full month's payment, it includes a payment ('initial interest') for the month in which your mortgage actually began (covering the period from the mortgage start date to the end of that initial month). There's more about this in your 'Mortgage Handbook', the booklet we sent you with your Mortgage Loan Agreement.

				First payment			Normal monthly payment	
Sub account number	Previous interest rate	New interest rate	Date new interest rate applies	Amount	Including initial interest	Date	Amount	Date each month
01	5.34%	5.34%	N/A	£2055.44	£289.50	10 June 2004	£1765.94	1 st
Total monthly payments				£2055.44			£1765.94	



Additional Costs

ACA2

# Member's claim form

05/06

About filling in this form

- For details of costs you can claim for, see G
- If you have any doubt about whether you can claim, please call 020 7219 1340.

## Your details

Name in CAPITAL LETTERS

JOHN HAYES MP

Constituency

S. HOLLAND & THE DEEPINGS

## 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 / 07 / 05

to 31 / 07 / 05

Total cost of hotel stays  
*attach all receipts*

£ : p

Mortgage payments  
*(interest only) or rent*

£1,765 : 94 p ✓

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

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

£1,765 : 94 p

continued on page 2

**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

Signature

Date

1/7/05

**Data protection**

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Send your completed  
form to

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



Mr J [redacted] S Hayes

27 May 2004

Your Mortgage Account Number [redacted]

Thank you for choosing a C&G mortgage. Your payment details are shown below.

Please note that your first payment will be higher than your normal monthly payment. This is because, in addition to your first full month's payment, it includes a payment ('initial interest') for the month in which your mortgage actually began (covering the period from the mortgage start date to the end of that initial month). There's more about this in your 'Mortgage Handbook', the booklet we sent you with your Mortgage Loan Agreement.

				First payment			Normal monthly payment	
Sub account number	Previous interest rate	New interest rate	Date new interest rate applies	Amount	Including initial interest	Date	Amount	Date each month
01	5.34%	5.34%	N/A	£2055.44	£289.50	10 June 2004	£1765.94	1st
Total monthly payments				£2055.44			£1765.94	



Additional Costs Allowance

07 JUN 2005

Member's claim form

About filling in this form

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

Your details

Name in CAPITAL LETTERS

JOHN HAYES MP

Constituency

S. HOLLAND & THE DEEPINGS

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 / 06 / 05 to 30 / 10 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,765 : 94 p /

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

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

£ 1,765 : 94 p

please see

**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

1/6/05

**Data protection**

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Send your completed  
form to

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

Mr. J. Hayes

27 May 2004

Your Mortgage Account Number

Thank you for choosing a C&G mortgage. Your payment details are shown below.

Please note that your first payment will be higher than your normal monthly payment. This is because, in addition to your first full month's payment, it includes a payment ('initial interest') for the month in which your mortgage actually began (covering the period from the mortgage start date to the end of that initial month). There's more about this in your 'Mortgage Handbook', the booklet we sent you with your Mortgage Loan Agreement.

Sub account number	Previous interest rate	New interest rate	Date new interest rate applies	First payment			Normal monthly payment	
				Amount	Including initial interest	Date	Amount	Date each month
01	5.34%	5.34%	N/A	£2055.44	£289.50	10 June 2004	£1765.94	1st
Total monthly payments				£2055.44			£1765.94	

Financial Processing }

Transaction No

Registration No

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**

(NB Financial Processing to check whether a dedica

*Text 1-31 May 05*

**Invoice No.** *1/5/05*

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

*04\_05 / 05\_06*

**Expenditure type (Cat5) :**

*Pay £1681.11*

*\* Validation purposes only (please tick to indicate compliance)*

<i>Mortgage documentation held</i>
<i>Addresses comply with central records</i>
<i>Invoices relate to 2<sup>nd</sup> home address</i>
<i>Budget checked</i>
<i>Claim signed</i>
<i>Claim correctly dated</i>

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

*\* Financial Processing purposes only*

*Registered by (initials & date)*

*Posted by (initials & date)*

*09/05*



Member's claim form

04 11 06

05/06.

Members' Allowances

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.

Your details

Name in CAPITAL LETTERS

JOHN HAYES MP

Constituency

S HOLLAND & THE DEEPINGS

Claim details

Notes

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 01 / 05 / 05 to 31 / 05 / 05

Total cost of hotel stays  
attach all receipts

£ 1,765 : 94 p  $\div 31 = £ 56.96 \times 26 = £ 1481.11$

Mortgage payments  
(interest only) or rent

£ : p

Food

£ 200 : 00 p ✓

Utilities

£ : p

Council Tax/Rates

£ : p

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

£ 1,965 : 94 p

1681.11

**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 the House of Commons.

Signature



MP

Date

1/5/05

**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:

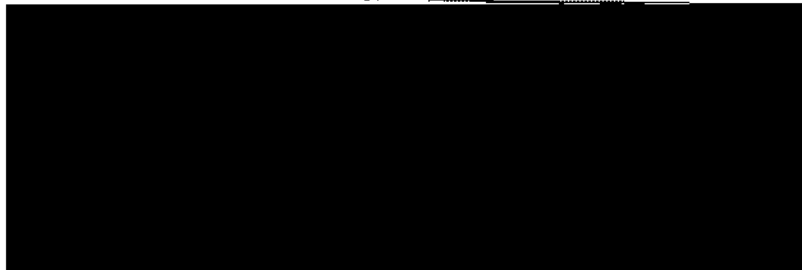
- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

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

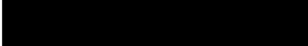
Members' Allowances Section, Operations Directorate,  
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Mr J [redacted] Hayes



27 May 2004

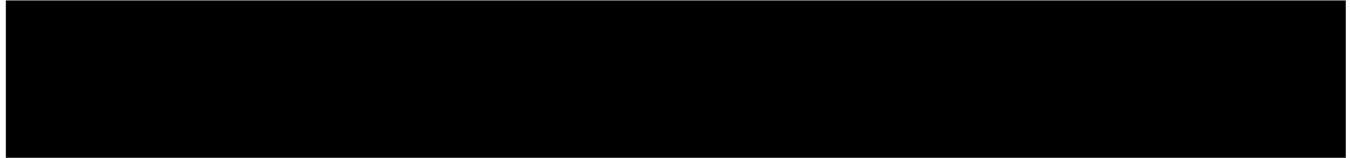
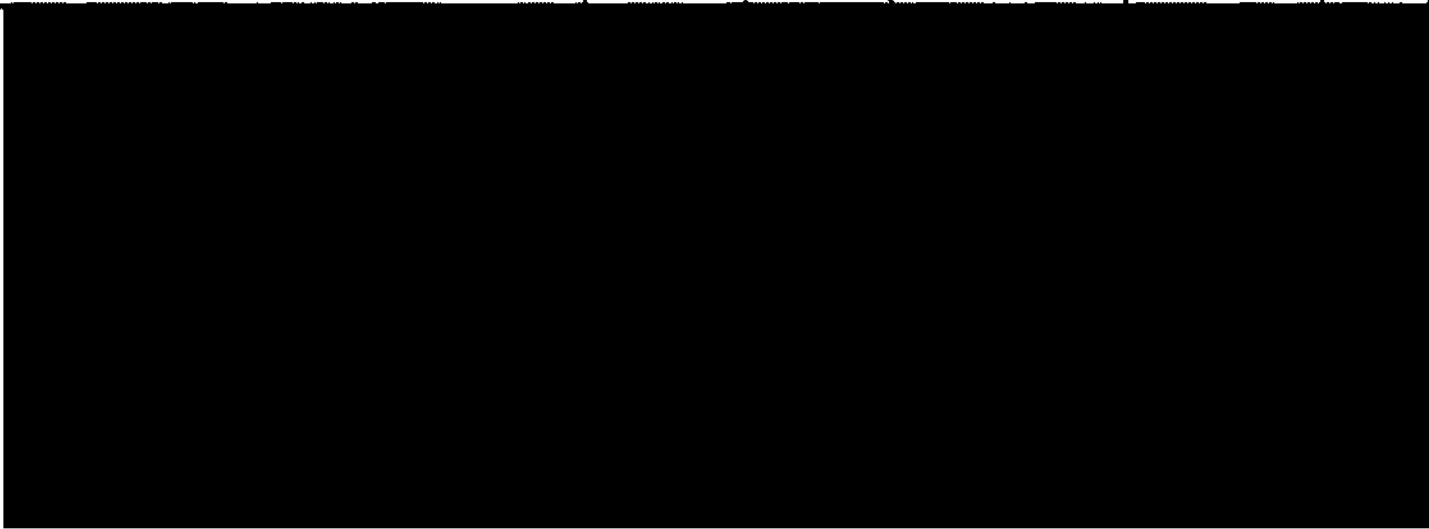


Your Mortgage Account Number [redacted]

Thank you for choosing a C&G mortgage. Your payment details are shown below.

Please note that your first payment will be higher than your normal monthly payment. This is because, in addition to your first full month's payment, it includes a payment ('initial interest') for the month in which your mortgage actually began (covering the period from the mortgage start date to the end of that initial month). There's more about this in your 'Mortgage Handbook', the booklet we sent you with your Mortgage Loan Agreement.

				First payment			Normal monthly payment	
Sub account number	Previous interest rate	New interest rate	Date new interest rate applies	Amount	Including initial interest	Date	Amount	Date each month
01	5.34%	5.34%	N/A	£2055.44	£289.50	10 June 2004	£1765.94	1 st
<b>Total monthly payments</b>				<b>£2055.44</b>			<b>£1765.94</b>	





Financial Processing } Transaction No.  
Registration No.

**Validation Claim Summary Sheet**

Please write or print clearly & attach to claim

**Member Supplier ID**

**Pay recipient**  
(NB Financial Proc

**Text** APRIL

**Invoice No.**

**Account code / Allowance**

**Members cost centre (Cat1)**

**Financial Year/PIRO (Cat2)**

04\_05 / 05\_06

**Expenditure type (Cat5) :**

£647-51.

\* Validation purposes only (please tick to indicate compliance)

Mortgage documentation held
Addresses comply with central records
Invoices relate to 2 <sup>nd</sup> home address
Budget checked
Claim signed
Claim correctly dated

✓
✓
✓
✓
✓
✓

\* Financial Processing purposes only

Registered by (initials & date)

13/4/05

Posted by (initials & date)

16 APR 2005



# Member's claim form

## Members' Allowances

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.

## Your details

Name  
in CAPITAL LETTERS

JOHN HAYES

Constituency

S. HOLLAND & THE DEERINGES

## Claim details

Notes

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- costs you have actually paid
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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 01/04/05 to 30/04/05

Total cost of hotel stays  
attach all receipts

£ 1,765 : 94 p ✓

÷ 30 x 11 =

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

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

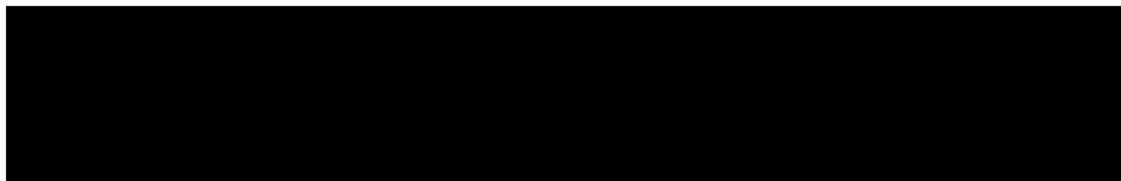
Total

£ 1,765 : 94 p

£ 647-51

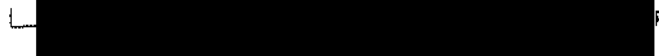
**Details of second home** *if applicable*

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



Date

1/4/05

**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

Mr J [redacted] Hayes

27 May 2004

Your Mortgage Account Number: [redacted]

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<b>Total monthly payments</b>				<b>£2055.44</b>			<b>£1765.94</b>	