



Additional Costs Allowance

Member's claim form

VALIDATION ACA2
09/10
13 MAY 2009
RECEIVED
INV A

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.

677802
514602
514500

Your details

Name in CAPITAL LETTERS

SYLVIA HEAL

Constituency

HALESOWEN & ROWLEY REGIS

Office use only

Costc

MHEALSHA

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

5885706
MB 21/5

Period of claim

from 01/03/09

to 31/03/09

Total cost of hotel stays

£ : p

attach all receipts

426137
JE
21/5

Mortgage payments (interest only) or rent

£ : p

Food

£ ~~328~~ : 00 p

on file
GAS £53 ELECTRICITY £89.81. 09/10

Utilities

£ ~~142~~ : 81 p

636

Council Tax/Rates

£ : p

Telephone and telecommunications

£ ~~47~~ : 00 p

SKY RENTAL £47.

Cleaning

£ : p

Service/maintenance

£ ~~50~~ : 00 p

GARDEN £50=00

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ ~~567~~ : 81 p

£89.81

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

_____ 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

MRS S HEAL



464

Your account number
[Redacted]

Date of issue
31st March 2009
This is not a tax invoice

your electricity bill

This is the amount you've spent on electricity
from 19-Dec-2008 to 12-Mar-2009

Please pay us by **14-Apr-2009** **£89.81** debit

Totally based on our estimate
We're doing our best to estimate your bill, but we really need you to give us a meter reading as soon as possible.

Customer Service
8am-8pm Mon-Fri,
8am-6pm Sat
0845 070 4857

EMERGENCIES
Loss of electricity supply
0800 328 1111
Enquiries & Complaints, Central
Networks, Herald Way, Pegasus
Business Park, Castle Donington,
Derby, DE74 2TU

'Totally based on our estimate' means
we've received no meter reading this bill
period. So we've had to make
assumptions about how much fuel you've
used by looking at previous consumption.
Please call our 24 hour meter reading line
with a reading as soon as possible on
0800 028 4361 or visit
www.npower.com/readyourmeter

PAID
09.04.09

newbill - 0001 014456/03 003

Get £100 discount when you pay by Direct Debit

Take a closer look at
the figures on page 2

Pay for both electricity and gas by monthly Direct Debit throughout
the year and you could qualify for £100 annual discount, or £20 if you
pay for just one fuel this way.

Call the number above for more information.

Terms and Conditions apply, subject to availability. See the enclosed booklet for details or call for more information.

We monitor some calls for security and to help with team training. BT customers will be charged a maximum of 4p per minute for this call.
A call set up fee of 3p per call applies to calls from residential lines. Non BT customers should check the cost of the call with their provider.

