

## Utility Deduction (2)

4

4.1 NAME OF COMPANY:

4.2 ACCOUNT NO:

AS IT APPEARS ON UTILITY BILL

4.3 ACCOUNT HOLDER'S NAME AND ADDRESS

(Name which appears on utility bill)

NAME:

ADDRESS:

4.4 DATE EFFECTIVE:

4.5 AMOUNT: €

(in words) \_\_\_\_\_

4.6 I direct An Post to deduct the above amounts from each of my weekly Social Services Payments and remit such amounts to the named organisations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NO  
STAMP  
REQUIRED

HOUSEHOLD BUDGET  
AN POST  
4B  
G.P.O.  
Freepost  
DUBLIN 1

To join Household Budget see overleaf.

## More information

### Call

Call our Freephone Customer Helpline at 1-800-70 71 72.

### Write

Write to:  
Household Budget  
An Post  
4B  
G.P.O.  
Freepost  
Dublin 1

## Completing your deduction instruction form

1 Complete the top panel with your full P.P.S.N. number, name, address and telephone number (if any). Please ensure the above information is as appears on your Social Services records. If you already hold a Social Services Card please tick the "Yes" box.

2 If you currently hold a Lone Parent type Payment Book please sign this section.

3 This deduction instruction is **only** for Local Authority rent/tenant purchase/mortgage deduction requests. You must sign this section and you are authorising An Post to deduct the weekly rent/tenant purchase/mortgage amount (**not** inclusive of arrears) as advised by the Local Authority from time to time.

4 For each type of bill you wish to pay you must complete a separate panel on the form.

### The information requested is:-

4.1 The name of the company to receive the payment e.g. E.S.B., eircom etc.

4.2 Account Number. (In the case of eircom deductions, please ensure the Account Number and not the telephone number is inserted.)

4.3 If the name and address of the account holder is different from that of the claimant as entered in Section 1, please complete this section.

4.4 The deductions will begin on or after this date.

4.5 The amount you wish deducted from each Social Services payment for the named bill.

4.6 Please ensure to sign this section. This gives An Post the authority to make the deductions you request.

## Deduction guidelines

### Local Authorities

For deductions of rent/tenant purchase/mortgage the amount deducted per week will be equal to your weekly rent/tenant purchase/mortgage. If you are in arrears please have the deduction authorised by your local housing officer.

### E.S.B.

A minimum payment of €3.50 per week applies. Where you have an electrical appliance repayment on your bill, your Household Budget deduction will be credited firstly to the electricity portion of the bill. It is advisable to contact your local E.S.B. office to discuss how much you may wish to pay towards your bill each week.

### Bord Gáis (Gas)

The minimum payment per week to Bord Gáis will depend on the Tariff applicable to you:

Standard	€9.00	Double-up Discount	€5.00
Super Saver	€9.00	Reducing Rate	€4.00
Economy	€6.00		

If you have an appliance repayment on your Gas bill the Household Budget deduction will first be credited to the gas portion of the bill.

### Eircom

A minimum payment of €3.50 per week applies.

### CUSTOMERS PLEASE NOTE

- It will take up to 28 days to process your deduction instructions.
- Deduction payments will be passed to the receiving organisation within 4 working days of you receiving your Social Services payment at the Post Office.



post



# Household Budget

# What is Household Budget and how does it work?

## What is Household Budget?

Household Budget allows people who receive certain Social Services payments to pay a regular amount towards various household bills by direct deduction from their payments.

## Who runs the service?

The service is operated for the Department of Social & Family Affairs by An Post.

It is intended to help people getting certain Social Services payments to manage their household finances.

There are no charges for use of this service - it is absolutely FREE.

## What bills can I pay by Household Budget?

You can choose to pay any of the following bills by Household Budget:

**Local Authority Rents and Mortgages**  
**E.S.B.**  
**Bord Gáis**  
**Eircom**

Household Budget allows you to pay a regular contribution to any of these bills. This may cover the full bill amount or a contribution to it subject to the minimum payment levels set out under Deduction Guidelines.

**If you are in any doubt over whether you qualify please freephone 1-800-70 71 72**

## How can I start using Household Budget?

1. Decide what bills you want to pay by Household Budget.
2. See Deduction Guidelines for paying those bills e.g. the minimum weekly payments accepted etc.
3. Decide how much you want to pay towards those bills per week.
4. Complete the attached Deduction Instruction Form for each type of bill you wish to contribute to, and Freepost it back to us.
5. Your application will normally be processed and deductions commence within 28 days. If you hold a Social Services Payment Book at present you will be contacted during this period by the Department of Social & Family Affairs in relation to changing your payment method from book to Social Services Card. There may be a gap between your first Social Services Card payment and the commencement of Household Budget deductions.

## How much can I have deducted to pay towards my bills?

You can have any amount deducted from your Social Services payment towards your bills subject to:

payment of the **minimum amount** stated for each bill type

the **total payments not exceeding 25% of your flat weekly payment. This limit is to ensure you have sufficient funds for other expenses.**

**If your level of Social Services payment is not sufficient to meet all your deductions in a particular week, An Post will make deductions up to maximum of 25% of the weekly flat rate payment. This will be based on paying the longest standing requests first, subject to the appropriate minimum payments.**

## Can I add new payments to my Household Budget?

YES. As long as it will not exceed the 25% limit. To add new bill payments to your Household Budget, complete a new Deduction Instruction Form and Freepost it back to us.

If you wish to amend an existing deduction, you can do so by completing a new Deduction Instruction Form.

Then Freepost it back to us.

## How can I cancel any or all my deductions?

You must give 2 weeks notice to cancel a deduction. To do so simply write to us at the address below. Please quote:

**your Name, Address and P.P.S.N. Number (formerly R.S.I.) and**

**details of the deductions you wish to cancel (including account number). The deductions will be cancelled within 2 weeks of receipt by An Post of the cancellation notice.**

## Write to:

Household Budget  
An Post  
4B  
G.P.O.  
Freepost  
Dublin 1

**Remember if your total deductions in a billing period are less than the total bill you are liable to pay the balance at billing time.**

# Household Budget Deduction Instruction Form

For Office Use Only

\_\_\_\_\_

1 P.P.S.N. NO. \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ CO. \_\_\_\_\_

TELEPHONE NO: PREFIX: \_\_\_\_\_

Which Social Services Payment do you receive ? \_\_\_\_\_

Do you use/already hold a Social Services Card to collect your payment ?  Yes  No

If yes, please quote Card Reference Number \_\_\_\_\_

### BOOK PAYMENTS ONLY

2 I acknowledge that in applying for Household Budget I will surrender my existing Payment Book and will receive instead a Social Services Card.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Local Authority Deduction

3 3.1 NAME OF LOCAL AUTHORITY: \_\_\_\_\_

3.2 BILL TYPE: \_\_\_\_\_

RENT  TENANT PURCHASE  MORTGAGE

3.3 ACCOUNT NO: \_\_\_\_\_

\_\_\_\_\_

3.4 ACCOUNT HOLDER'S NAME: (If different from Section 1)

NAME: \_\_\_\_\_

\_\_\_\_\_

I authorise deduction of the sum of € \_\_\_\_\_, being the amount jointly agreed with the above named Local Authority, from my weekly payment from the Department of Social & Family Affairs, for remittance to the said Local Authority for credit of the Account described above in accordance with the Agreement.

I further authorise the variation of the weekly deduction, at the request of the Local Authority, to reflect any increase/decrease in the level of weekly accruals necessitated by interest rate changes affecting Mortgage/Tenant Purchase or a revision of Rent calculated in accordance with the Differential Rent Scheme of the Local Authority.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I confirm the Agreement of the above named Local Authority to the terms as set out and authorise acceptance.

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_



# Utility Deduction (1)

4 4.1 NAME OF COMPANY: \_\_\_\_\_

\_\_\_\_\_

4.2 ACCOUNT NO: \_\_\_\_\_

\_\_\_\_\_

AS IT APPEARS ON UTILITY BILL

4.3 ACCOUNT HOLDER'S NAME AND ADDRESS: (Name which appears on utility bill)

NAME: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.4 DATE EFFECTIVE: \_\_\_\_-\_\_\_\_-\_\_\_\_

4.5 AMOUNT: € \_\_\_\_\_

(in words) \_\_\_\_\_

4.6 I direct An Post to deduct the above amounts from each of my weekly Social Services Payments and remit such amounts to the named organisations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

TEAR ALONG THE DOTTED LINE AND SEAL YOUR APPLICATION BY GUMMING ALONG THE EDGE