

SERVICE USER CLAIM FORM

Name
Address
Postcode

If you are in receipt of a Personal Budget (Norfolk County Council, NCC funded) please tick the box that applies:

- 1. I am claiming this money up front and will send receipts later if needed
- 2. I am claiming for money I have already spent. My receipts are attached
- 3. I have already claimed this money upfront and my receipts are attached

Please send in receipts for individual **items costing more than £50 only**

OR:

- I am in receipt of a Personal Health Budget (NHS funded) and **keep all** of my receipts

DO NOT COMPLETE below if you have already claimed the money and are sending in receipts only

Email Address: _____

Date: _____ Total amount of claim: £ _____

Period covered or reference you want to use: _____

(This information will appear on your monitoring statement)

Brief description of your claim:

I wish to be paid into my bank account

I wish to be paid by cheque made payable to: _____

Signature of Service User/Authorised Signatory: _____

Send to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norwich,
NR14 7PZ. Fax: 01508 491216. Phone: 01508 491210. Email: timesheets@equallives.org.uk