

APPEAL AGAINST CASE PROCESSING

Make sure that your appeal includes:

- a clear description of what your appeal concerns (attachment of earnings/benefits, claim, tax set-off etc.)
- the grounds for the appeal (too much is being deducted, expenses have not been taken into account etc.)
- what you wish to achieve by the appeal (stop in deductions, cancellation of a claim etc.)
- your signature and the date of the appeal
- relevant documentation in the form of enclosures
- if applicable, a completed form with **new information about your financial situation**

Use the form concerning your financial situation to provide information about:

- your income
- your expenses
- any capital that you possess

If you have a spouse or cohabitant, you must include information about him or her.

In order to provide us with as correct a picture as possible, you should list **all members of the household**.

Enclose documentation to support the information provided in the form.

Example:

- a copy of your pay slip or a receipt showing National Insurance benefit payments
- a copy of your tenancy agreement or housing loan repayment schedule
- a copy of your home insurance, not including home contents insurance
- a copy of invoices received (for example, municipal taxes and child-minding expenses)

Faster and better case processing?

- Number the enclosures.
 - Number each enclosure using the number of the item it refers to (mark several enclosures with the same number if they relate to the same item).
- Send copies.
 - All documents we receive from you will be scanned and shredded. We will **not** return any original documents to you.
- Document the information.
 - We cannot take account of undocumented information.

How do we assess your financial situation?

We base our calculations on a subsistence rate. The subsistence rate is designed to cover expenditure on necessary goods and services such as food, clothes, heating/electricity, transport, health care, television licence, newspaper, telephone, broadband, life insurance, home contents insurance, trade union dues and leisure activities. **Hence, you do not have to document these expenses.**

If, for some reason, **any of your expenses are particularly high**, these can be taken into account in addition to the subsistence rate. For example, are the costs of transport, heating or health care particularly high in your case? If so, you must document that you spend more on these services than what is covered by the subsistence rate.

INFORMATION ABOUT YOU AND YOUR HOUSEHOLD

| | | | |
|---------------------------|------------------------------------|--|-------------------------------------|
| Your name | <input type="text"/> | National ID | <input type="text"/> |
| Address | <input type="text"/> | Occupation | <input type="text"/> |
| Postal code and | <input type="text"/> | Employer | <input type="text"/> |
| Marital status | Single <input type="checkbox"/> | Cohabitant <input type="checkbox"/> | Married <input type="checkbox"/> |
| Name of spouse/cohabitant | <input type="text"/> | National ID | <input type="text"/> |
| Children in the household | National ID number | Other information about the child | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |

If any of the children are from a previous relationship, this must be stated.

What does the appeal concern?

I declare that the information given above is true. Incorrect information may lead to criminal liability.

Place/date

Signature

THE HOUSEHOLD'S MONTHLY INCOME

Remember to enclose:

- a copy of your most recent tax assessment
- a copy of your most recent pay slip
- a copy of any decision by the Norwegian Labour and Welfare Administration (NAV)

Does the application concern payment by instalments / delay of a claim for payment of damages and/or confiscation?

- If so, your spouse/cohabitant's income must also be documented.

Are you a student or called up for military service?

- If so, you must enclose a copy of your school registration certificate, call-up order etc.

| Enclosure no | | You | Spouse/cohabitant | Children |
|--------------|--------------------|-----|-------------------|----------|
| 1. | Gross pay | | | |
| 2. | Nat. Ins. benefits | | | |
| 3. | Tax withholdings | | | |
| 4. | Child benefits | | | |
| 5. | Child maintenance | | | |
| 6. | Cash benefits | | | |
| 7. | Other income | | | |

THE HOUSEHOLD'S MONTHLY EXPENSES

Remember to enclose:

- copies of invoices paid, such as municipal taxes and child-minding expenses
- a printout of your home insurance contract
- a printout/copy of your housing loan/ housing expenses

Do you have contact with your children?

- If so, enclose a copy of the right of access agreement and copies of any receipts for travel expenses that you are obliged to pay.

Do you have other debt?

If you have payment contracts with other creditors, state who they are.

- Enclose copies of invoices paid and a copy of the payment contract.

| Enclosure no | | You | Spouse/cohabitant | |
|--------------|-----------------------|-----|-------------------|--------------------|
| 8. | Rent | | | |
| 9. | Housing loan | | | |
| 10. | Home insurance | | | |
| 11. | Municipal taxes | | | |
| 12. | Waste collection | | | |
| 13. | Child-minding and | | | Age of children |
| 14. | Child maintenance | | | No of contact days |
| 15. | Extra travel expenses | | | Distance |
| 16. | Extra electricity | | | |
| 17. | Other expenses | | | |

OVERVIEW OF DEDUCTIONS FOR ATTACHED EARNINGS ETC.

Enclose a copy showing that deductions are made for attached earnings, for example a pay slip showing the deduction made.

Enclo-
sure no

| | Creditor | Balance | Start date | Monthly deduction |
|-----|----------|---------|------------|-------------------|
| 18. | | | | |
| 19. | | | | |
| 20. | | | | |
| 21. | | | | |

THE HOUSEHOLD'S CAPITAL AND ASSETS

Enter information about assets, such as:

- real estate (for example, a house, cabin or plot of land)
- motor vehicle/ pleasure craft (for example, a car, boat or caravan)
- value of shareholdings, balance of savings accounts

Document the value by enclosing a valuation report, price estimate, purchase receipt or similar.

Enclo-
sure no

| | Title holder(s) | Type of asset – description | Value | Encumbrances |
|-----|-----------------|-----------------------------|-------|--------------|
| 22. | | | | |
| 23. | | | | |
| 24. | | | | |
| 25. | | | | |