

Fuel Debt Advisor Meeting

Meeting Date:

Meeting Time:

Meeting Location:

Checklist

Where possible, please bring the following documents/information to the above meeting:

- Proof of Income - recent wage slips, benefits/pensions letters, bank statements for the last **3 months**.
- Your most recent Gas/Electricity Bill showing the **actual usage** and amount due, not an estimate.
- Your most recent Bank Statement.
- Meter Readings (please ensure that these are taken on **the day of the meeting**):
 - Gas: _____ Date Taken: _____
 - Electric: _____ Date Taken: _____
- Your National Insurance Number
- Details of any other debts that you might have (loans, credit cards, council tax or water arrears etc) and any paperwork that relate to these
- Any other documents that you think may of use in assessing your situation, such as medical letters, letter of redundancy, details of divorce/separation proceedings etc.

If you are no longer able to attend or have any questions regarding this checklist or the meeting generally, please do not hesitate to contact either Chris or Becky on 01752 477117 or by email at fueldebtadvice@plymouthenergycommunity.com

I look forward to meeting you soon.