



# Capital declaration on verification of financial eligibility for Civil/children’s advice and assistance and ABWOR - Client declaration form

June 2016  
AA/FIN

## Disposable capital

Capital means savings and anything else of value the client and their partner, if appropriate own, excluding their main residence. Furniture and clothing, and the value of any tools or equipment they need for work. For verification of capital, we recommend that you see a bank statement or pass book or any certificates for any shares, or other savings and/or investments.

Examples of capital include:

- money in the bank, building society, post office, premium bonds, national savings certificates;
- investments (shares and bonds etc);
- the amount that can be borrowed against all land and buildings owned, other than the client’s main home, including interests in timeshares;
- money that can be borrowed against insurance policies;
- the value of other non-essential possessions such as boats, caravans, second cars, jewellery (excluding wedding or engagement rings), or antiques etc;
- money owed to the client or their partner;
- money due from a will or trust fund;
- money that can be borrowed against business assets;
- redundancy payments.

I confirm that I do not possess any of the above or similar items which could be considered as capital.

**Signature of applicant/representative..... Date.....**

## Client declaration where it is not practicable to see verification of income or capital at the outset

Clients who are arranging appointments by telephone should always be asked to bring verification of income and savings. However, in situations where it is appropriate to act for clients without seeing verification when it is in the interests of not just the client, but also the wider justice system, the client must be advised of the need to provide verification as soon as possible. The client must sign the following mandate before being admitted to advice and assistance or ABWOR, and be advised that you may make enquiries with their employer, bank, DWP, or HMRC to obtain evidence of income or capital, if the client has not provided this or if you believe further verification is necessary.

I agree to my solicitor contacting other people or bodies about my financial circumstances to verify my eligibility for legal assistance. If I do not provide evidence of my income or capital when requested by my solicitor after being admitted to legal assistance, or if my solicitor requires further verification, I understand that my solicitor will contact my employer, my bank, the DWP or HMRC, as appropriate. I authorise these other people or bodies to provide the information that my solicitor needs to verify my eligibility for legal assistance.

**Signature of applicant/representative..... Date.....**