

**Notes to help you complete Form PSM1 (CI)**  
***(Application for a current income reassessment 2008/09)***

**Section 1 – Personal Details**

If you are the parent, spouse, civil partner or partner of the NHS Bursary holder (the student,) please write your personal details in this section.

**Section 2 - Declaration**

You must sign and date this section.

**Section 3: Declaration of Income and Expenses:**

***If you were employed and have now ceased, or are going to cease employment:-***

Send us a **photocopy** of your P45, which your employers should give you when you cease employment.

Or

Send us a **photocopy** of your latest pay slip providing it shows your total income up to date you ceased employment.

You should also include in your total an estimate of any income you expect to receive from the date you ceased employment to the end of the financial year.

***If you are still employed but your income has been reduced:***

Send us a **photocopy** of your latest payslip providing it shows your total income up to the date your income has been reduced. If not send other proof to confirm total pay to date, such as a letter from your employer. Also include in your total estimate of the income you expect to receive up to the end of the 2008/09 financial year.

***If you are the parent of a dependant student and you have a husband or wife who is in employment.***

Send us a **photocopy** of their latest payslip - providing it shows their total income to date. If not send other proof to confirm total pay to date, also include in your total estimate the income they expect to receive up to the end of the financial year.

Show gross unearned income received and include in your total an estimate of any unearned income you expect to receive such as dividends (including tax credits) and income from properties etc. If you are not liable for income tax and have registered for the interest on your bank or building society accounts to be paid with no tax deducted you must show the amount of *gross* interest in this part of the form.

***If you were self-employed and have now ceased trading or you are self-employed but your income has been reduced.***

Please show income and anticipated income for the financial year shown on the form.

We will write to you for confirmation of this income at a later date.

Show any pensions received and include in your total an estimate of any pensions you expect to receive such as widows pension or retirement pension from state or employer. **Please send proof.**

Show the net amount of bank and building society interest received and include in your total an estimate of any interest you expect to receive.

Show any **taxable** benefits received and include in your total an estimate of any benefits you expect to receive such as JobSeeker's Allowance, Income Support, Industrial Injury Benefit, Invalid Care Allowance and Widows Benefit. **Please send proof.**

Show any other income received and include in your total an estimate of any other income you expect to receive such as benefits in kind, car fuel benefits and private health care.

### ***Expenses from 6<sup>th</sup> April 2008 to 5<sup>th</sup> April 2009***

Please show any expenses and anticipated expenses for the financial year, as detailed on the form.

### ***Final check:***

*Before sending this form back to us please make sure that:*

- ✓ You have answered all the questions.
- ✓ You have sent all the proof we have asked for.

Please send **photocopies or scanned copies** and **not** original documents.

- ✓ You have **signed** and **dated** the form at **Section 2**