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| Service Information Form & Authorisation Form |

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| Service User Name: Date of Birth: |
| Address: |
|  |
| Post Code: Telephone: |
|  |
| Start Date: LL ID |
|  |
| **INCOME BREAKDOWN PER WEEK** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Local Authority | ILF | Health | Other | Total |
| **Yes** |  |  |  |  |

**Services Required Details Cost**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Finances Support (specify) | Set Up Fee  Managed Account  Payroll Service (Includes 1 PA) | £47.99 One Off     |  | | --- | |  |  |  | | --- | |  |   £479.91 Per Annum  £299.94 Per Annum   |  | | --- | |  | |
| E.L.I Payment | Full Cover  (inc emp/pub liability, redundancy, emp law) | |  | | --- | |  |   £87.50 Per Annum |
| Additional Services | Additional PA (Holiday cover PA, Second PA etc)  Pension (Per PA)  PA Recruitment | |  | | --- | |  |   £77.98 Per Annum  £41.99 One Off   |  | | --- | |  |   £35.99 Per Annum   |  | | --- | |  |   £239.95 Per Annum   |  | | --- | |  | |

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| **Additional Comments** |
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| **Agreed Costs of service Per Week:** |

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| **Service User Signature: Date:** |
| **IDK Signature: Date:** |

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| **Authorisation** |
| Approval form budget holder in L/A |
| Finance approval |
| Director of Operations/contract manager |

Company Number 7787916

[](http://www.sheffieldhelpyourself.org.uk/RPL.html)Registered offices - IDK Support 4 you Ltd 0114 2751937 / 0114 2753880

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