

APPLICATION FOR ASSISTANCE FROM THE REVENUE & CUSTOMS GROUP HARDSHIP FUND

By the very nature of taking official industrial action members will suffer varying degrees of hardship, but the Revenue and Customs Group has established a hardship fund to try and assist those members who suffer extreme hardship. This fund is not substantial and if there are many applications they may have to be ranked in order of degree of hardship. The attached application should be completed by the Applicant and a Branch Officer.

Applicants are restricted to those who have been members of the union for more than six months. Due to the limited size of the hardship fund, awards for each day's strike will be restricted to a maximum of 50% of the average daily pay of an AO.

Applications must be made within 10 days of the end of the month following the deduction of pay. This will enable any monies awarded to be paid out quickly.

BRANCH OFFICER

The Branch Officer **must** authorise the application by signing page 1 of the form to confirm that the member took part in the action. There is no requirement for them to read or comment on the information contained in the application as this can remain confidential between the member and the Fund's administrators.

APPLICANT

Please complete page 1 and ask a Branch Officer to sign confirming you are a PCS member, that you were engaged in official industrial action and had pay deducted as a result. Thereafter complete the information on page 2 giving further information which will be treated in confidence by the Revenue and Customs group officers.

You should outline in as much detail as possible the particulars of the hardship experienced, attaching any relevant evidence to support the application. Factors contributing to disproportionate hardship could include caring or other heavy financial responsibilities which cannot be met as a result of the pay deduction. The impact of the loss of pay could also be greater as a result of your working pattern. You should detail what assistance you are requesting and what it will do to alleviate the hardship.

You will receive an acknowledgement and a full response as soon as possible depending on numbers received. Please include contact details phone number or e-mail address in the event further clarification is required.

Sign and date the form – retaining a copy – and post the original to:

Frankie Tervit, Group Treasurer, PCS Revenue & Customs Group, 160, Falcon Road, London, SW11 2LN

Please return signed /countersigned application to:

Frankie Tervit, Group Treasurer, PCS Revenue & Customs Group,
160 Falcon Road, London, SW11 2LN, Fax: 020 7801 2888

About you

Your Name			
Membership Number		Branch	
Address			
	Postcode:		
Email		Phone	

About your Job

Job Title		Grade		Normal Weekly Hours					
Part time / Full time		If Part time, Normal Days Worked (tick all that apply)	M	T	W	Th	F	Sa	Su

About the Action

Date(s) of action			
Duration of action in days		Number of Days you took part in the action	

HAVE YOU APPLIED TO ANOTHER HARDSHIP FUND? YES/NO

Your Signature	
Date	

To be completed by Branch Officer; I confirm that this member took part in industrial action as detailed above

Signed		Branch Position	
Name		Date	

PERSONAL AND CONFIDENTIAL

Reason for hardship application – please give a full explanation of what hardship will be caused by loss of pay resulting from taking part in industrial action:

Detail of the impact - please explain why taking industrial action had a more severe effect on you than other PCS colleagues in general. Include details of any dependants and personal circumstances:

DO YOU HAVE ANY OTHER INCOME/SAVINGS?: YES/NO
If so please give details

Give details of your claim (e.g. unable to pay gas, rent, mortgage, food etc)

A COPY OF YOUR PAYS LIP SHOWING YOUR DEDUCTION MUST BE ATTACHED

Signature		Date	
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