

## **Benefits Service – Evidence requirements**

### **What documents do I need to provide with my benefit claim form?**

It is important that you provide all the documents asked for on your application form as this will help us to deal with your claim more quickly.

The documents you supply must be originals as we cannot accept copies.

If you bring your completed form to any Local office or the Customer Service Centre at Bridgegate House with all the information needed including original documents proving your income and proof of your identity, photocopies will be taken of all documents, and they will be returned to you that day.

If you do not provide all the proof we need, we might not be able to pay you any benefit.

### **Proof of identity**

We need to see two of the following documents, for yourself and your partner (if you have one).

- Birth Certificate
- Marriage Certificate
- Driving Licence
- Passport
- Wage slips
- Medical Card
- Divorce Papers
- Letter from professional body
- Bank Statement
- UK Residence permit
- Life Assurance Insurance policies
- EEC identity card

### **Proof of national insurance number**

- Letter from DWP
- Tax Certificate / Inland Revenue correspondence
- Child Tax Credit / Working Tax Credit award letter
- Wage slips
- Nino card
- P60 or P45

### **Proof of Rent**

- In date Tenancy Agreement
- Letter from Landlord
- Letter from Landlord's agent
- Rent Book

### **Proof of Residency**

We need to see two of the following documents, for yourself and your partner (if you have one).

- Rent Account
- Council Tax Records
- Bank Statement
- Utility Bill
- Letter from professional body
- TV Licence
- Medical Card

## **Proof of Income**

### **Earned income**

If you and/or your partner are employed we need to see:

- Wage slips
  - If you are paid weekly we need your last 5 payslips.
  - If you are paid fortnightly we need your last 3 payslips.
  - If you are paid monthly we need your last payslip.
- Employers Certificate
- Letter from Employer (official headed paper)
 

The letter must include the following information to help us deal with your claim:

  - name and address of your Employer
  - your income before deductions in the year so far
  - the amount of income tax deducted
  - occupational pension or personal pension payments
  - details of your pay before and after any deductions, and any other deductions for a five week period; how you are paid - for example, by cheque, cash or into your bank account
  - the number of hours you have worked and the period of time the pay covers
  - your income before any deductions for the pay period
  - the amount of National Insurance contributions which have been deducted
- Audited Accounts or Self employed proforma

### **Unearned income**

- Benefit award letter
- Bank Statements
- Student Award letter/ Student loan
- Maintenance payments (letter from CSA / absent parent)
- pension slips from former employee
- rent or board and lodgings income
- Current Tax Credit Award Letter

### **Savings and Capital**

- Two consecutive month's statements of **all** your bank and building society accounts, including ISA's
- premium bond certificates
- national saving certificates
- stocks, shares, unit trusts
- any interest or dividends on investments and savings.
- Proof of sale of property

### **Expenses**

- Documentary evidence of childcare costs

- Confirmation of childcare Registration number
- Confirmation of payments to personal pension

**People who live with you**

If you have anyone who lives with you over the age of 18, then we will need to see proof of their Income also.

Please don't delay sending your form back to us if you do not have all the items of proof needed. Send or bring in your form to any Local Office or the Customer Service Centre at Bridgegate House and let us know that you have more information to send us later.