

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 a scanned copy or photograph of your original documents.

Please make your application online and email all the required documents to benefits@north-ayrshire.gov.uk

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 submitting your form if you do not have all the items of proof needed.