

Evidence We Need To See

To work out your benefit we need to see evidence of some of the things you tell us about. **We need the same evidence for your partner if you have one.**

The evidence that we will need to see is:

- Identity
- National Insurance Number
- Capital, Saving and Investments
- Income
- State benefits
- Rent Paid
- Proof of income for anyone who lives with you
- Other Money Paid Out

We can only accept original documents as proof, not photocopies. We recommend you do not send valuable documents through the post, if you prefer, you may bring your documents to any of our area offices, please see details on how to contact us for a list of addresses. If you send in your documents by post to the council's benefit department we will take care of them, we will photocopy them and return them to you promptly. **Please put your name, current address and reference number (if known) on any documents that you send us.** Please note that if posting documents to the Council, you are responsible for putting the correct postage on any envelope, as the Post Office will not deliver to the Council Offices any post where an incorrect amount of postage has been paid.

You can help us work out your benefit quickly by providing all of the evidence we require in one go. Our promise to you; we will process your claim for benefit within two working days if your claim and all supporting evidence are received at the same time. If you cannot send all the evidence we need please send the application to us immediately and send in the evidence later. We can start to process your claim but cannot pay you any benefit until we have all the necessary proof.

Proof of Identity

It is necessary to see proof of identity; we will need to see at least two of these documents for each person.

- Driving Licence
- Passport (Current and Valid)
- Birth Certificate
- Marriage Certificate
- National Insurance Number Card
- Utility Bill – confirming name and address applicable to benefit claim (last quarter)
- Medical Card
- Certificate of Employment in the Merchant Navy
- Wage Slips of Current Employment
- Bank Statement
- Life Insurance/Assurance Policy
- Letter from Solicitor, Social Worker, Probation Officer, Inland Revenue
- Divorce Annulment Papers

- Identity Card issued by an EC/EEA Member State
- Home Office Standards Acknowledgement Letter
- DWP Benefit Award Notice

Remember, we need to see evidence for your partner if you have one

National Insurance Number

Your National Insurance Number is issued to you by the Department of Works and Pensions. Acceptable evidence includes:

- National Insurance Number Card
- Payslip
- Letters from DWP (Department of Work and Pensions) or the Tax Office/Pension Service

We can count evidence of your National Insurance Number towards the number of proofs required as evidence of your identity.

All Documents must be originals, photocopies will not be accepted

Capital, Savings and Investments

You will need to provide details of **all** capital and savings held including current accounts by providing **one** of the following:

- Your last two months Bank/Building Society statements (a balance slip is not acceptable)
- A letter from the bank/building society detailing accounts held, account numbers and balance outstanding. The letter should state whether the details reflect the account for the last two months and any regular monies deposited.
- Original documents showing proof of ownership of shares and bonds, e.g dividend statements or certificates.

Income

We need to see evidence of all the income you receive by providing **one** of the following for each job you have:

- 5 most recent weekly wage slips or 2 most recent monthly salary slips. Handwritten payslips are not acceptable
- A Certificate of Earnings signed by your employer to say that the information is true and correct
- A letter from your employer with their name and address

Each of the above must include:

- The name and address of your employer
- The number of hours worked and the period covered
- Gross income in year to date
- Gross income for the pay period
- Income Tax deducted
- National Insurance deducted
- Works or Personal Pension Contributions that you have made
- How you are paid, eg cash, cheque, direct to your Bank

Self Employed Income

You will need to be able to prove your self-employed status and the amount you are earning, please provide one of the following:

- Accounts - certified
- Self-employed Income Details Form from the Council

In addition to the above please also provide a latest tax assessment from Inland Revenue

Benefits, allowances, tax credits, pension credits or pensions

If you are receiving any kind of State Benefit, e.g. Attendance Allowance/Disability Living Allowance, State Retirement Pension, Jobseeker's Allowance, Income Support, Incapacity Benefit, Employment Support Allowance, or Pension Credits, Tax Credits, you will need to provide one of the following:

- If Benefit has only just been awarded, an award notification showing current rates of Benefit
- Current bank statements which show payments of Benefit received
- A written statement of Benefits from Benefits Agency staff
- Pension slips from a former employer

Other Income

Proof of all income received from all sources, i.e bank statements, letter from source confirming details and amounts.

A letter from the court showing how much maintenance you are getting. We need to see evidence of any money you get from people who pay you for board and lodgings.

Rent Paid

We need to see proof of the rent you pay, please provide one of the following:

- Tenancy agreement and proof of rent paid and confirmation that rent is up to date.
- A letter from your Landlord or their appointed agent. The letter must be signed and dated.

The above documents must provide the following information:

- The name and address of your Landlord
- If appropriate, the name and business address of the Managing Agent
- The date your tenancy started
- The amount payable
- What is included in your rent, eg, weekly, 4weekly, monthly etc
- Confirmation that payments are up to date or the level of arrears outstanding.

Any One Who Lives With You (Other Than Your Partner)

If you have other people who live with you, you will need to provide proof of their income. If you do not provide this information the highest deduction will be taken from your benefit.

Other Money Paid Out

If you make payments to a registered childminder, nursery or after-school club you must send in proof of payments made and the childminder's/nursery's registration number. This should show costs for term time and holiday if different, and hourly charge per week.

Bank statements as proof of payment of any personal pension contributions that you make and the pension plan contributions agreement.

Remember all documents must be originals, photocopies will not be accepted.

Please Note: when sending in documents or letters please ensure that your name, current address and reference number (if known) are clearly written in black ink.

You can contact us by using the contact tab at the top of this service page.