

Claiming Housing or Council Tax Benefit?

If you provide the following items when you make your claim we will be able to work out your benefit in the shortest possible time. Don't be put off, it is easier than it seems!

You will need to provide us with proof of each of the following:

1

Proof of National Insurance number for you/and your partner.

To prove your National Insurance number, bring an original item from this list for you/and your partner:

- A P45 or P60
- A wage slip
- A tax letter
- A letter you may already have from the DWP
- A National Insurance card
- A bank statement for self-employed persons who pay Class 2 National Insurance

2

Proof of identity for you/and your partner.

We need two original items from this list for you/and your partner:

- A birth certificate
- A driving licence
- A marriage certificate
- A child benefit book/letter
- A credit card
- A medical card
- A current passport
- A current utility bill (gas, electric, water rates)
- A bank statement
- An identification card with photo or issued by an EC/EEA member state
- A current life assurance or insurance policy
- A letter from a solicitor, social worker, Her Majesty's Revenue and Customs or the DWP

3

If you rent your home from a private landlord or a Housing Association.

We need an original item from this list:

- Tenancy agreement or;
- A letter from your landlord or;
- A completed proof of rent form (see appendix II at the back of our benefit form)

The proof you supply must confirm the rent that you are being charged, the frequency and include services and amounts charged.

IMPORTANT: Please make sure that you provide original documents - not photocopies - at your appointment with your benefits assessor.

4

If you do not receive: Income Support Jobseekers Allowance income-based Employment Support Allowance income-related Pension Credits

You will also need to supply proof of your/and your partner's income:

Proof of earnings.

- Five most recent, consecutive weekly wage slips or
 - Three most recent, consecutive fortnightly wage slips or
 - Two most recent, consecutive monthly wage slips or
 - A "Certificate of Earnings" completed and stamped by your employer (see appendix I at the back of our benefit form)
- If you have just started work, a contract of employment, a "Certificate of Earnings" or a letter from your employer giving an estimate of what you are expected to earn is acceptable.

Proof of self-employed earnings.

- Your latest certified profit and loss accounts or complete one of our Business Income Forms (phone 01303 853555 for a form).

Proof of maintenance received.

- A letter from the Child Support Agency, the person paying you the maintenance or a Court Order.

Proof of payment to a childcare provider.

- Proof from childcare provider of the amount and frequency of payments made and Ofsted registration number.

Proof of student loans/grants.

- A letter of proof of loan or current grant award.

Proof of capital (Savings/Investments).

- A statement for your current bank/building society account and any savings accounts covering the last 2 months (mini statements are not acceptable)
- Building society passbook covering the last 2 months
- Any share certificates
- Any national savings certificates
- Any premium bonds
- Evidence confirming any other declared capital

Proof of other income.

- Proof of any other income that you may have. e.g. Occupational Pensions.

Details of other adults living in your home (non-dependents).

- Proof of any non-dependent's gross income.

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