

Notes for filling in this claim form

Filling in this form

- Use **black ink** to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.
- Answer '**No**' or '**Yes**' questions by putting a tick in the relevant box. Do not put a cross in any boxes.
- You may not have to fill in all the parts of the form but you must fill in any part that is relevant to you.
- Every part starts with a question to help you decide if you need to fill in that part.
- If someone else fills in the form for you, there is a special space for them to sign.
- **You have one month to return the form from the date of issue on the front of the form.**

Checklist

Evidence

The checklist below will help you. If you are not sure if we need to see proof of something, get in touch with us. We will tell you what we need to see. **We cannot pay you benefit until we have seen the proof we need.**

Please tick the boxes below to tell us what evidence you are sending with this form. We must see **original documents**, not copies.

Please do not send valuable items through the post. If you can, bring them into our reception. We will give you the documents back straight away. If you cannot get into our reception, phone us for more advice.

You must provide evidence straight away so we can process your claim.

We need the same evidence for your partner, if you have one, and for any other adults living in your home.

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

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence later. We can start to process your claim, **but we will not be able to pay you any benefit until we have all the evidence.**

Evidence of identity

Such as your birth certificate, marriage certificate, passport, medical card, driving licence, UK residence permit, EEC identity card or a recent gas or electricity bill in your name. We need to see at least one of these items for each person.

Evidence of National Insurance number

Such as your National Insurance number card, payslips or letters from the Department for Work and Pensions or the tax office.

Evidence of your savings and investments

Such as all your bank, building society or post office books, full bank statements, or certificates for Premium Bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see this evidence for children in your household as well. The evidence you send must show details for at least the last two months. We also need to see evidence of any interest or dividends your non-dependant gets on investments and savings.

Evidence of earnings (We also need this for any other adults living in your home)

This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. You can ask your employer to fill in a wage certificate, which you can get from us, if you do not have these payslips. If you or your partner is self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than six months, a summary of your trading records so far.

Evidence of other income (We also need this for any other adults living in your home)

Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see evidence of any money people pay you for board and lodgings.

Evidence of benefits, allowances or pensions (We also need this for any other adults living in your home)

Such as current award notices or letters from the Department for Work and Pensions confirming how much you get. We need a breakdown of any war pensions you are receiving, so please provide the letter you receive from the Veteran's Agency. If you do not have evidence, let us know straight away.

Evidence of private rent and tenancy

Such as your rent book, rent receipts, tenancy agreement or a letter from your landlord.

Evidence of other money you pay out

Such as letters about student grants or loans, maintenance or a contract from a registered child carer, with proof of payments you have made and the hours they look after your children.