

**Complete the checklist below, sign it and we'll be in touch within 1 working day. It's that easy.**

**Please check carefully that you have answered everything on the claim form correctly and make sure that you have not forgotten anything.**

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 take the details we need and give you the documents back straight away. If you cannot get into the office, phone us for more advice.

**If you do not provide all the evidence we need, we might not be able to pay you any benefit. We need the same evidence for your partner, if you have one, and for any other adults living in your home.**

Before we can deal with your claim for benefit we must see original evidence of the following:

#### **Evidence of identity**

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill. We may need to see several of these documents for each person.

Enclosed  Yes  No

#### **Evidence of National Insurance Number**

Such as a National Insurance number card, payslips or letters from social security or the tax office.

Enclosed  Yes  No

#### **Evidence of capital, 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 evidence of any interest or dividends you get on investments and savings. The evidence you send must show details for at least the last 2 months.

Enclosed  Yes  No

#### **Evidence of Earnings**

This means your last 5 payslips if you are paid every week, your last 3 payslips if you are paid every 2 weeks, or your last 2 payslips if you are paid every month.

Enclosed  Yes  No

#### **Evidence of other income**

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.

Enclosed  Yes  No

#### **Evidence of Benefits, Allowances or Pensions**

Such as current award notices or letters from social security confirming how much you get. Please do not send order books through the post.

Enclosed  Yes  No

#### **Evidence of private rent and tenancy**

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

Enclosed  Yes  No

#### **Evidence of other money paid out**

Such as letters about student grants or maintenance, agreements or receipts from registered child carers.

Enclosed  Yes  No

Date: .....

Signature: .....

Name: .....

Address: .....

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Post code .....

Telephone No: .....

Mobile telephone number .....

E-mail address .....

