

Checklist

Information to provide with your housing/council tax benefit claim

You must provide the following information for all the adults living in your house, unless you live in a shared house and you are only claiming housing benefit for the room that you rent.

The housing and council tax benefit department have to see original documents. They cannot accept photocopies.

Proof of identity

(provide any two of the following)

- Driving licence
- National insurance number card
- Passport
- Bank or credit card
- Birth certificate
- Medical card
- Benefit payment book
- Marriage certificate
- Wage slip
- EEC identity card
- Recent gas or electricity bill

Proof of national insurance number

(provide one of the following)

- P45
- P60
- Wage slip
- Letter from the Inland Revenue
- Letter from the Department for Work and Pensions (DWP)
- National insurance card

Proof of address

(provide one of the following)

- Recent gas or electricity bill
- Tenancy agreement

Proof of rent

- Tenancy agreement
- Rent book
- Letter from your landlord

Proof of earnings if you are working

(provide one of the following)

- Your last five payslips if you are paid weekly
- Your last three payslips if you are paid monthly
- If you cannot provide payslips, get your employer to complete the section at the back of the claim form.

Proof of earnings if you are self-employed

(provide all of the following)

- Latest accounts
- Latest personal and business bank statements
- Latest tax assessment

Or:

- Proof of estimated earnings if you have been self-employed for less than a year

Proof of benefits and tax credits if you get them

(provide one of the following)

- Benefit book (don't send this through the post)
- Award letter and bank statement if you get paid into your bank account
- If you cannot provide either of the above, the council may be able to provide you with a form to be completed by the DWP.

Proof of capital, savings and investments

(you must provide information about each account, or investment held)

- Last three month's bank statements
- Savings book
- Savings certificates
- Share dividend statements
- Information about any savings or investments that your children have

Proof of any other income

- Latest pension statement
- Proof of any maintenance you are getting
- Grant or bursary award letter if you are a student
- Student loans award letter
- Evidence of any money you get if someone pays you for board and lodgings

Proof of outgoings

- Confirmation of money paid to a registered child-care provider
- Confirmation of money given to a student who is dependent on you