

A guide to the information required to support your housing benefit claim

Important - only original documents can be accepted as proof, photocopies will not be accepted. This is only a guide, you should check with your local authority as evidence needed may vary.

Evidence of identity - at least two types

Evidence of identity can include:

- UK passport (current and valid)
- UK residence permit
- Birth certificate
- Divorce or annulment papers
- Medical card
- Driving licence
- EC identity card
- Marriage certificate
- National Insurance number card
- Recent household bill.

Evidence of your address

A recent household bill in your name, such as:

- A gas or electricity bill
- Or TV licence.

Evidence of your National Insurance Number

Such as:

- A National Insurance number card
- Pay slips
- Or letters from the social security or the tax office.

Evidence of capital, savings and investments

This includes all your bank, building society or post office books, full bank statements (showing all transactions), or certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. Including evidence of any interest or dividends you get on investments and savings.

This includes evidence for children in your household as well.

The evidence must show details for at least the last two months.

Evidence of earnings

This includes information for any other adults living in your home.

- if you are paid every week, you will need to provide your last five pay slips
- if you are paid every two weeks, you will need to provide your last three pay slips
- if you are paid monthly you will need to provide your last two pay slips.

If you (or your partner, if you have one) are self-employed, you will need to provide 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

This includes:

- pension slips from former employers
- or a letter from court showing how much maintenance you are getting.

If someone, other than a member of your family, pays you for board and lodgings, you will need to provide evidence of this.

Evidence of benefits, allowances or pensions

This includes information for any other adults living in your home, such as:

- current award notices
- or letters from social security or inland revenue confirming how much you get. If you do not have evidence, let the housing benefit office know straight away.

Important - please do not send order books through the post.

Evidence of tenancy

You will need to supply a copy of your tenancy agreement with us. Please ensure you keep your tenancy agreement in a safe place. We can also provide a letter confirming details of your tenancy.

Evidence of other money paid out

Such as:

- letters about student grants
- maintenance agreements
- or receipts from registered child carers.

It is important that you contact the housing benefit office if you need more time to supply your proofs and you should always ask for a receipt for any forms or information supplied.