

APPLYING FOR BENEFITS?

WHAT DOCUMENTS AND INFORMATION WILL I NEED?

When you fill out a benefit claim form, you will need to provide some identifying documentation. All documents provided will need to be originals.

For all benefit claims you will require evidence of the following:

Evidence of Identity: birth certificate, passport, driving license, UK residence permit, utility bills. If you haven't got any of those, a letter from your social worker or school/college could help.

Evidence of National Insurance Number: national insurance card, payslips, letter from social security/tax office. If you don't have your national insurance number call National Insurance Registrations Helpline on 08459157006 and it will be sent out to you.

Evidence of Savings: full bank/building society statements, national savings/premium bond certificates. Evidence must show previous two months details.

Evidence of Income:

- **Earnings** if employed you will need to show 5 payslips (if paid weekly), 3 payslips (if paid twice a month), 2 payslips (if paid monthly). If self employed you will need to show accounts for the last financial year.
- **Other** Letters stating the amount of maintenance you receive
- **Benefits/Allowances** – award notices showing your claim has been accepted/is in payment.

Evidence of other money paid out: letters about student grants/maintenance, child care.

For Housing Benefit you will also require:

***Evidence of Private Rent/Tenancy:** rent book, receipts, tenancy agreement/letter, license agreement/letter.

For Income Support you will also require:

***Evidence of Education:** letter from your school/college stating the course title on which you are enrolled, whether the course is full/part time and the dates for which the course begins and ends.

Claiming Benefits – Identity Documents

For Employment and Support Allowance you will also require:

***Evidence of Medical Condition:** statement from someone involved in your care. This can be a carer, your doctor or therapist.

The majority of claim forms have checklists attached and some will ask for extra documents. Check the claim form thoroughly and supply all the documentation which is asked for.

If you cannot supply the information immediately; you will usually be given one month after submitting your claim to supply the documents. If they are not supplied within this period the claim will be cancelled and you will be required to fill in a new claim form

NO CLAIMS WILL NORMALLY BE PROCESSED WITHOUT THE FOLLOWING:

TWO forms of Identity:

- Birth certificate
- Passport
- Driving License
- UK residence permit
- Utility Bill in own name

ONE form of National Insurance:

- National Insurance Card
- Letter from DWP with National Insurance Number

ONE proof of Address:

- Utility bill in own name
- Bank Statements

If this causes problems, ask your social worker what evidence they can find on your case-file or supply to Jobcentre Plus on your behalf.