

## **Evidence needed for your Housing Benefit claim and/or Council Tax Support application**

This tells you what documents you/your partner must provide when you make a claim for [Housing Benefit](#) and/or [Council Tax Support](#). If you do not provide this evidence you will not get any benefit and/or support. You must also provide evidence if you/your partner has a change in circumstances

**If we have request proof of your and/or your partner's National Insurance Number and identity, you must provide original documents.** We can accept photocopies for any other proof you have been asked to provide. If, after reviewing your claim and the information you give us, we need to clarify anything with you, then we may ask to see the originals. If we need you to provide original documents, we will write to you and tell you what you need to do.

If some of your documents are only available online, for example, bank statements, you can print these out and tell us that they are electronic.

You have one month from the time you tell us that you want benefit/support to provide all of the evidence we need. We need the same evidence for both you and your partner (if you have one). You/your partner only has to provide proof if it is the first time you are making a claim for benefit.

If you are making your benefit claim online, make sure you read and answer the questions carefully. Do not wait until you have all the evidence to make a claim for benefit or you will lose money. You have one month from the time you make your benefit claim to provide all of the supporting evidence. If you need more time you must tell us about this as soon as possible.

### **Proof of identity – we will always need to see original documents**

The following documents are acceptable as proof of identity:

- Birth certificate
- Marriage certificate
- Passport
- Medical card
- Driving license
- UK residence permit
- EEC identity card
- Recently paid gas or electricity bill

We may need to see several documents for each person. You will only have to provide evidence of you and/or your partner's identity when you claim benefit for the first time.

## **Proof of National Insurance – we will always need to see original documents**

Your National Insurance number card, payslips or letters from the Department of Work and Pensions or the tax office. You will only have to provide evidence of you and/or your partners National Insurance number when you claim benefit for the first time

## **Capital, savings and investments**

You must provide evidence of you and your partner's capital / savings (if you/your partner are working age and have £6,000 or more in total). These bank statements/ building society books must show full details of transactions for the two months prior to the time you are claiming benefit/support for.

You must also provide evidence of any other capital /investments such as: bonds, stocks/shares, national savings certificates, ISAs, unit trusts, premium bonds other property, land interest or dividends that you and your partner have.

Unless you get guaranteed pension credit, you cannot get Housing Benefit or Council Tax Support if you have more than £16,000 in capital.

If you/your partner get Income Support, Income Related Employment & Support Allowance, or Income Based Jobseekers Allowance, you do not need to provide evidence of income. If you are waiting to hear about a claim for Income Support, Income Related Employment & Support Allowance, or Income Based Jobseekers Allowance, you must provide evidence of income and tell us how you are meeting your daily living expenses.

## **Proof of earnings**

This is for all jobs held by you, your partner and any non-dependants.

A non-dependant is someone aged 18 years or more who lives with you as part of the family. Non-dependants are usually adult children and other relatives such as an elderly parents or friends. They will not be liable for paying your rent or Council Tax. You will usually get less benefit if you have a non-dependant living in your home

- If you are paid every week, we will need to see your last five payslips
- If you are paid every two weeks, we will need to see your last three payslips
- If you are paid every month, we will need to see your last two payslips

If you have just started work, we will accept your contract of employment or [employer's payform](#) (to be completed by your employer) until your wage slips are available.

If you or your partner is self-employed, we need to see the 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. If you do not have accounts, you will have to complete a [self-employed form](#).

## **Proof of Child Maintenance**

We must see proof all child maintenance you/your partner are paid such as letters from the [Child Support Agency](#), bank statements, and signed statement from the non resident parent. The evidence provided must show the following information:

- Amount that is paid
- How often it is paid **and**
- Which child it is paid in respect of

## **Other proof of income**

This includes private pensions or annuities that you, your partner or non-dependant get.

If you are receiving a private pension from a previous employer or insurance company, please provide a payment slip showing the details. If the pension is paid directly into your bank account, please provide a bank statement with the figures highlighted.

If you receive maintenance, we will need to see a letter from the court or the payee to show how much you are getting and how often it is paid. We need to know about all income you and your partner get and any available evidence of this income must be provided.

## **Proof of other benefits**

This includes any benefits, state retirement pension or tax credits that you, your partner or non-dependant get.

In most cases we can usually get information about your other benefits you get such as income support, state retirement pension, and tax credits from the Department of Work and Pensions (DWP).

If you or your partner have applied for a benefit from DWP (such as Jobseekers Allowance / Employment & Support Allowance etc.) but it has not yet been awarded, then please provide a written statement telling us how you are meeting your daily living expenses.

## **Proof of rent and tenancy**

We will need to see your rent book or rent receipts together with your most recent tenancy agreement. If you are unable to provide a copy, please send in a [landlord declaration](#) (to be completed by your landlord) or a letter from your landlord. The evidence must be signed by the tenant and the landlord.

This information must show who your landlord is, when the tenancy started, the amount of rent you pay and how often this is due. If there are service charges included in your rent (for example, water) then we will need a full breakdown of these charges.

## **Proof of child care costs that you pay**

If your child or children are looked after by a registered childcare provider, you must provide

- Proof of how much money you pay along,

- The period these payments are for and the number of hours of childcare they relate to,
- Which child the payments are in respect of,
- The childcare provider's registration number and
- Name and address of the childcare provider

### **Proof of the people who live with you**

You will need to provide evidence of child benefit for any children / young persons that live with you. We will also need to see their birth certificate.

### **How to provide evidence**

If you do not have all or some of the evidence or documents we request, contact us. Don't delay in making a claim for benefit because you do not have all the evidence needed - you may lose money.

Provide your evidence in the following ways:

#### **By Post:**

Housing Benefit and Council Tax Support, PO Box 730, Civic Centre, Harrow, Middlesex, HA1 2DU

**In Person:** If we have requested for you to provide documents to us, please visit the [One Stop Shop at Civic Centre 1](#) to provide this information. You do not need to book an appointment to provide the documents.