

## Evidence for benefits

When you claim Housing and / or Council Tax Support, you need to provide documents to support your application. The amount and type of information will be different for each person who claims, but everyone needs to prove their identity and National Insurance Number.

**We need to see proof for you and your partner if you have one.**

### Wages or earnings

This will normally be payslips. We need to see the latest ones you have and they must be consecutive. The number you must provide depends upon how often you get paid.

- if you are paid weekly; we need to see five payslips
- if you are paid fortnightly; we need to see three payslips
- if you are paid monthly; we need to see two payslips

If you don't have any payslips, you can download a form for your employer to complete. See the link to the right to download a certificate of earnings form.

### Self employed earnings

You need to complete a self-employed income sheet and provide your latest audited accounts.

If your accounts are not yet ready then send in the ones that you have and the new ones as soon as your accountant has finalised them.

If you don't have any accounts or have just started trading then we will write to you to confirm what other information we need.

You can complete a self-employed income form on the website. (Please note there is a special form for taxi drivers).

If you do not complete a self-employed income form; we will send you one to complete but this may delay your application.

### Identity

We need to see **two** original items to prove identity.

Other evidence that you have to provide with your claim can also count as proof of identity such as payslips, tenancy agreements bank statements, proof of Universal Credit etc.

Here are some examples of the information you can prove your identity with:

- a recently paid telephone, water rates, gas or electricity bills
- your birth certificate, marriage certificate, civil partnership certificate
- your current passport or driving licence
- an EC / EEA member state or worker registration card, Home Office letter,
- a medical card

### National Insurance Number (NINO)

We need to see **one** item to prove a NINO.

Other evidence that you have to provide with your claim may also prove a NINO such as payslips, Tax Credit notifications, bank statements showing payments of another benefit e.g. State Retirement Pension.

Here are some examples of the information you can prove your NINO with:

- National Insurance card
- P45 (given to you when you leave a job)
- P60 (annual tax statement)

### **Proof of rent**

You must provide proof of your tenancy and the amount of rent that you are contracted to pay. Bolton at Home tenants do not need to provide this; only tenants of Housing Association and private landlord's.

Things that can prove your tenancy and rent are:

- Tenancy agreement
- Letter from your landlord/agent
- Or you can ask your landlord to complete a proof of rent form (which can be downloaded using the links on the right)

### **Capital**

This includes cash, savings, investments, shares and property.

Things that can prove capital are:

- Bank statements (the last two monthly statements)
- Building Society passbooks or statements
- Share certificates, National Savings Certificates

If you have a second property or land, we may send you a form to complete and let you know what other information we need.

### **Student income**

If you are eligible to claim Housing or Council Tax Support as a student you need to provide proof of your income.

Things that can prove your student income include:

- Notification from the Student Loan Company. This needs to show the amount and breakdown of the loan award for your current academic year. You must include the financial assessment page.
- Letter from NHS Business Services Authority detailing an NHS Bursary
- Letter from University or College detailing any payments received from them

## **Other income**

We need to see proof of all income; not just wages.

Other income includes:

- Child benefit
- Maintenance payments received for you
- Private Pensions
- Universal Credit
- State Retirement Pension
- Other Welfare Benefits

The best type of proof you can provide is the letter, notification or payslip from the organisation showing what is being paid, the amount and the frequency of the payment.

The above is not a comprehensive list and is only intended to be a guide. If you are not sure of the type of proof you need to provide with your form, please contact us.