

Council Tax & Benefits Service

SUPPORTING EVIDENCE

Your **fully completed and signed claim form** must be provided with the following forms of evidence in order for us to process your claim:

1. Proof of identity for you and your partner if you have one.
2. Proof of National Insurance number for you and your partner if you have one.
3. Proof of income for you and anyone who lives with you.
4. Proof of any savings, investments, stocks, shares, property or any other capital held by you, your partner or your children, including any bank or building society current accounts.
5. Proof of your rent if you pay rent to a private landlord or a housing association.
6. If you make payment to a regular child minder, nursery, after-school club or personal pension, please send proof of payments made and their registration number.

Please remember every document you give us in support of your claim must be an original document. **This means we can not accept photocopies.**

Please turn over for a list of evidence we can accept as proof for the above.

Evidence we can accept

1. Proof of identity can be any of the following: (two of these per person)

- Birth certificate, marriage/divorce certificate, separation or annulment papers (in your current name)
- Passport (current and valid) or National Identity Card
- Medical card
- Gas, electricity, phone or water rates bill, but not a mobile phone bill, in your name for the last quarter
- Driving licence (photo card current and valid) - full or provisional
- Cheque card or credit card or debit card
- Certificate of employment in HM Forces or Merchant Navy
- Letter from solicitor, social worker or probation officer
- Home Office standard acknowledgement letter (SAL1 or 2)
- Residence permit or Aliens Registration Certificate or Immigration and Nationality Directorate Travel Document

2. Proof of your National Insurance number (NINO) can be one of these: (one of these per person)

- P45 or P60
- Letter from the Inland Revenue about tax
- Pay slips or salary statement or works pension statement as long as they show your NINO
- Letter that the DWP has sent to you (not hand-written)
- NINO card (not hand-written)

3. Proof of income and capital can be any of the following: (all that apply)

- Payslips (If you get paid weekly we require the last five weeks; if you get paid monthly we require the last two months payslips - no gaps)
- Trading accounts for the last financial year if you are self-employed
- Income Support (IS), Employment and Support Allowance (ESA), Jobseeker's Allowance (JSA) decision letter, Pension Credit, Working Tax Credits, Child Tax Credits, other Tax Credits or pension notification letters
- Evidence of any other income you or any member of your household receives must be declared and supporting evidence provided; if this information is not provided the highest deduction will be taken from your benefit

4. Savings and capital: (all that apply)

- Bank, building society or Post Office account pass books or statements (the last two statements for each account – no gaps)
- Share certificates or dividend statements for stocks or shares or bonds
- Property
- Evidence of any other savings and capital must be declared and supporting evidence provided

5. Proof of rent can be any of the following: (all that apply)

A tenancy agreement or letter from landlord/agent detailing the following:

- The full name and business or residential (home) address of the owner of the property
- The full name and business address of any agent
- The date the agreement started
- The amount of current rent payable
- What is included in the rent - for example heating, lighting, cleaning, water rates, meals, personal care, general counselling and support
- The payment period or frequency - for example weekly, monthly, four-weekly

6. Regular payments: (all that apply)

- Proof of payments made to childminder, nursery or after-school club and their registration number
- Bank statements for proof of any personal pension contributions paid out or letter or statement from pension company

Please provide proof of ALL your income and capital.

The above are examples of evidence and not a full list.

Further information can be found on our website www.newham.gov.uk
or call us on **020 8430 2000**