

# Housing Benefit / Council Tax Support

## Evidence we will need to see

This leaflet explains the evidence that we will need to see in order to process your claim for Housing Benefit and / or Council Tax Support.

Most of the evidence listed below will be required for all members of your household (except for joint tenants). There will be circumstances not covered by the examples below. If you are not sure what you need to provide, please contact us for advice

### **Please note:**

- We cannot pay you any benefit until we have seen the evidence we need.
- All documents provided must be originals, we cannot accept photocopies.

### **All applicants**

- **Evidence of identification**

We will need to see at least two original documents as proof of your identity and your partner's identity (if you have one). We will accept documents such as:

- Passport
- Drivers Licence
- Letter from Jobcentre Plus / DWP / HMRC / The Pension Service
- Letter from your solicitor, social worker or doctor
- P45 or P60
- Birth certificate
- Marriage certificate
- Two recent bank / building society statements
- A credit card or credit card statement
- Foreign nationals will need to provide a Passport / Registration Document.

- **Evidence of National Insurance number**

We will need to see one original document as proof of National Insurance number for you and your partner (if you have one). We will accept documents such as:

- National Insurance number card (RD3)
- Letter from the DWP / HMRC / The Pension Service
- P45 or P60
- Payslips or salary slips.

- **Evidence of rent**

We will need to see a full signed tenancy agreement, rent book or letter from your landlord confirming the amount and frequency of your rent.

- **Bank accounts and investments**

We will need to see the following for each of your accounts / investments:

- Bank, Building Society and Post Office statements or passbooks, even if the account is overdrawn. These must cover at least the last two months. We cannot accept balance slips showing the current amount.
- A letter from your Bank or Building Society. This should show the type of account held, the account number, the current balance and details of any transactions for the previous two months.
- For investments or other savings, such as unit trusts, savings certificates, stocks and shares, bonds and so on, we need original documents showing proof that you own them.

- **Evidence of expenses**

We will need to see receipts for registered child care and proof of contributions into private pension schemes.

- **Evidence of any other income**

We will need to see evidence of any other income you receive (e.g. from board and lodgings, maintenance for children etc.)

## **Working (full or part-time) applicants**

If you work for an employer, we can accept the following as proof of earnings:

- Five of your most recent payslips if you are paid weekly, three if you are paid fortnightly, or two if you are paid four weekly or monthly. We cannot accept hand written payslips.
- If you do not have any payslips you will need to ask your employer to complete a certificate of earnings form. This form can be obtained from our website.
- If you have only recently started a new job, please provide a letter from your employer on headed paper giving details of your expected earnings. You will need to send payslips when you receive them to confirm your earnings.
- If you pay into a private pension scheme, we need to see a letter from your pension company confirming the pension scheme and evidence of the amount you pay, such as payments on your bank statement.

## **Self-employed applicants**

If you are self-employed we must see evidence of your earnings:

- If you have recently become self-employed we will just need an estimate of your weekly income. Please complete an initial self-employed form, which can be obtained from our website. We will ask for your accounts after three months of trading.
- If you have been self-employed for six months or more you will need to complete a full self-employed form, which can be obtained from our website. This asks for details of all your income and expenditure for the last six months. You will also need to provide accounts for the same period of time.

## **Applicants in receipt of DWP Benefits (e.g. JSA / ESA / Incapacity Benefit / DLA / IS)**

We will need to see the following evidence for any DWP Benefits you receive:

- An award letter, or
- Statement showing payment going into your Bank / Post Office account.

If you have recently applied for a benefit that has not yet been awarded, we can accept a statement of nil income supported by two months bank statements.

## **Pensioners**

If you receive Pension Credit we shouldn't need to see anything else.

If you are not in receipt of Pension Credit we will need to see evidence of all state retirement pensions, occupational pensions, war related pensions and benefits.

Please be aware that all savings, capital, funeral bonds and investments need to be declared.

## **Students**

We need to see your full student loan letter and any letters regarding bursaries and grants received, for the current academic year. We may also need a certificate or letter from your place of study to confirm the type of course and the number of hours you are required to study.

## **Non-dependents**

Please provide evidence of any non-dependent income (income for any other adults living in your home, such as adult children / adult siblings / parents etc.).

## **Need more advice...?**

To speak to someone during office hours, please call 01225 47 77 77 and select the option for 'Benefits'.

Email: [benefits@bathnes.gov.uk](mailto:benefits@bathnes.gov.uk)

Or you can visit a One Stop Shop in Bath, Keynsham or Midsomer Norton.

This leaflet can be made available in a range of languages, large print, Braille, on tape, electronic and accessible formats from Customer Services.

Tel: 01225 47 77 77

Email: [benefits@bathnes.gov.uk](mailto:benefits@bathnes.gov.uk)