

SUPPORTING DOCUMENTS

The list below suggests documents which we can accept to support your declared changes in circumstances.

Changes to:	Supporting documents
Earnings	<p>Wage slips - x last 2 (if monthly paid) - x last 3 (if fortnightly paid) - x last 5 (if weekly paid)</p> <p>Certificate of earnings completed by employer – must be followed up with wage slips when received.</p>
Capital	<ul style="list-style-type: none"> - Bank accounts – last two months bank statements showing full name, address, balance and transactions. - Shares – Share certificates - Building Society account – same as bank account - ISA accounts – same as bank account
National Insurance Number	<ul style="list-style-type: none"> - Wage slips, P45, P60 - Benefit letters - National Insurance Number Card - Revenue and Customs letter.
Residency	<ul style="list-style-type: none"> - Utility bills, bank statements, any other official correspondence
Identity	<ul style="list-style-type: none"> - Passport - Driving Licence - Marriage certificate - Birth certificate
Rent	<ul style="list-style-type: none"> - Licence Agreement - Letter from landlord - Tenancy agreement
Occupational/Private Pension	<ul style="list-style-type: none"> - Pay advice slips showing the amount - Letter from pension provider - From bank statements showing name of pension provider and amount.
Self Employed	<ul style="list-style-type: none"> - Self employed accounts are required for the last tax year or the last six months. If you do not have them, you should provide a breakdown of your income and expenditure for the past year together with a complete summary. You also need to state the nature of the business. If you have recently become Self Employed you should provide details of the projected income and expenditure.
Tax Credits	<ul style="list-style-type: none"> - Working and Child Tax Credit award notice
Child Benefit	<ul style="list-style-type: none"> - Child benefit letter or evidence on bank statements

State Retirement Pension	- Award notice confirming amount or bank statements
Other benefits	- Benefit award notices (or credit transaction lines on bank statements) confirming the amount you are receiving and from which date.
Maintenance for Children	- Letter from child support agency, letter from the person paying the maintenance or bank statements.
Students	- Letter from educational establishment confirming course undertaken and if full or part time. - Loan and Grant award letter.