

Information to provide with claims for housing related benefits



You must provide the following information for all the adults living in your house, unless you live in a shared house and you are only claiming housing benefit for the room that you rent. Original documents must be provided – not photocopies.

Proof of identity

Provide any two of the following:

- Driving licence
- National insurance number card
- Passport
- Bank or credit card
- Birth certificate
- Medical card
- Benefit payment book
- Marriage certificate
- Wage slip
- EEC identity card
- Recent gas or electricity bill

Proof of national insurance number

Provide one of the following:

- P45
- P60
- Wage slip
- Letter from the Inland Revenue
- Letter from the Department for Work and Pensions (DWP)
- National insurance card

Proof of address

Provide one of the following:

- Recent gas or electricity bill
- Tenancy agreement

Proof of rent

- Tenancy agreement
- Rent book
- Letter from your landlord

Proof of earnings if you are working

Provide one of the following:

- Last five payslips if you're paid weekly
- Last three payslips if you're paid monthly
- If you cannot provide payslips, get your employer to complete the section at the back of the claim form.

Proof of earnings if you are self-employed

Provide all of the following:

- Latest accounts
- Latest personal/business bank statements
- Latest tax assessment
- Proof of estimated earnings if you have been self-employed for less than a year

Proof of any benefits/tax credits you get

Provide one of the following:

- Benefit book (don't send this by post)
- Award letter and bank statement if you get paid into your bank account
- If you cannot provide either of the above, the council may be able to provide you with a form to be completed by the DWP.

Proof of capital, savings and investments

You must provide information about each account, or investment held:

- Last three months' bank statements
- Savings book
- Savings certificates
- Share dividend statements
- Information about any savings or investments that your children have

Proof of any other income

- Latest pension statement
- Proof of any maintenance you are getting
- Grant/bursary award letter if you're a student
- Evidence of any money you get if someone pays you for board and lodgings

Proof of outgoings

- Confirmation of money paid to a registered child-care provider
- Confirmation of money given to a student who is dependent on you.