

Evidence Checklist

NAME: _____

ADDRESS: _____

CLAIM NUMBER: _____

| Type of Evidence | Enclosed | Requested |
|--|----------|-----------|
| Proof of Identity: 2 forms required for claimant and partner eg.- | | |
| Birth/Marriage Certificates | | |
| Recent Household Bills | | |
| National Insurance Card | | |
| Current Passport | | |
| Current Driving Licence | | |
| Proof of National Insurance Number | | |
| Proof of Earnings for claimant and partner | | |
| 5 recent consecutive weekly, 3 fortnightly payslips or | | |
| 2 consecutive monthly payslips or | | |
| Stamped Employers Certificate | | |
| Self-Employed | | |
| Profit and Loss Accounts or | | |
| Self-Employed Earnings Form | | |
| Proof of State Benefits | | |
| Letter of Award confirming start date of benefit at your current address | | |
| Proof of Savings, Capital and Investments | | |
| Last 2 months Bank/Building Society statements | | |
| ISAs | | |
| Property/Land | | |
| Stocks and Shares | | |
| National Savings Certificates | | |

| | | |
|--|--|--|
| Premium Bonds | | |
| Other Income | | |
| Retirement Pension | | |
| Superannuation/Works Pension – 2 monthly statements required | | |
| Tax Credits- full award letter | | |
| Student Award Notice | | |
| Proof of Rent and Tenancy details | | |
| Tenancy Agreement, letter from landlord | | |
| Other | | |

The above-noted Evidence should be provided within one month from the date of issue. Failure to do so may result in your claim being withdrawn. You will then be liable to pay full Council Tax and Rent.

Date Issued to Customer: _____

Issued by: _____