

Before we
can help you

The way we are funded means we need documentary evidence of all money that came in to your household in the last month – and certain of your expenses – before we can help you. If you have a partner **THIS APPLIES TO THEM TOO** unless we agree there are **very** exceptional reasons why not.

BANK STATEMENTS

We need to see statements **COVERING THE LAST MONTH** for **EACH** bank, building society and savings accounts you and your partner hold. **The last couple of months would be ideal.**

☐

Where your income (and your partner's, if you have one) includes ANY of the following, we need to see proof of EACH OF THEM

WAGES/SALARY

- If you, and/or your partner, have been working and are paid monthly or four-weekly, **ALL PAYSLEIPS TO COVER THE LAST MONTH.**
- If paid **weekly** or **fortnightly**, the **LAST FOUR PAYSLEIPS**

☐☐

BENEFITS/TAX CREDITS

We need to know what benefits and tax credits come into your household, including any paid to your partner and in respect of any children

☐

Usually, the last **benefit** and/or **tax credit award letter** or **proof it is still being paid** will be enough. This is why we ask for **recent bank statements** as these usually help prove what you receive

OTHER INCOME

We also need evidence of **ANY OTHER INCOME** such as pensions, shares, dividends, maintenance, student grants/loans, interest from savings etc. Please **bring bank statements covering the last month.**

☐

SELF-EMPLOYED

Recent bank statements showing income and your drawings or, **working accounts/cash book** showing drawings. Most **recent tax assessment**, set of **accounts** or letter from an accountant would also help prove how much money you earned in the last month

☐

NO INCOME

A **signed and dated letter** from the person/agency supporting you. It must say **HOW** they are supporting you eg bed and board. If it is money it should say **how much money you've been given in the month up to and including the date of your appointment with us**

☐

EXPENSES

Bank statements showing any **maintenance** and/or **childcare** expenses you have paid in the month up to the date you see us. Also, proof of any **rent/mortgage** you are liable to pay each month

☐