

List of Acceptable Proofs

Proof of Identity

ONE OF:

- Passport (in date),
- Driving Licence (in date),
- Birth Certificate,
- EU Identity Card,
- UK Residence Permit,
- Home Office papers (current)

OR TWO OF:

- Marriage Certificate,
- Medical Card,
- National Insurance card
- utility bills (recent),
- telephone bill (not a mobile)
- bank statement (recent and showing current address)
- benefit entitlement letters

Proof of National Insurance Number

ONE OF:

- National Insurance card,
- Payslips,
- letter from Department for Work or Pensions, Pension Service, or HMRC (recent)
- P45/P60

Proof of Income – Earnings

ONE OF

- 5 most recent weekly pay slips
- 3 most recent fortnightly pay slips
- 2 most recent monthly pay slips

Proof of Income – Self Employment

- Fully completed Self Employed Assessment Form
PLUS ONE OF:
- Latest set of Accounts (showing full breakdown of income and expenses)
- Latest HMRC Tax Return (showing full breakdown of income and expenses)

Proof of Childcare Costs

- statement/invoice from care provider confirming charges

Proof of Student Status

- Letter from Student Loans confirming Maintenance Grant, Bursary, and/or Student Loan payments
AND
- Student certificate

Proof of Capital

- Last 2 months bank statements
- Documents of ownership

Proof of Residency / Rent

ONE OF:

- Tenancy Agreement
- Rent Book
- Letter from Landlord (showing rent/services/signatures)

Proof of Household – Dependant Children

ONE OF:

- Child Benefit award letter
- Child Tax Credit Letter

Proof of Household – Non Dependants

If Student

- Student Certificate

If working, ONE OF

- 5 most recent weekly pay slips
- 3 most recent fortnightly pay slips
- 2 most recent monthly pay slips
- Completed Self Employed Assessment Form

If other:

- Bank Statement (last 2 months) showing payment OR
- Letter of ownership/award