

# Housing and Council Tax Benefit

## Evidence you need to provide

### When you start work

#### Earnings

- Last five consecutive weekly pay slips
- Last two consecutive monthly pay slips
- Last three consecutive fortnightly pay slips
- When you have only just started work - any payslips you have or a letter from your employer

We cannot accept brown envelopes as verification of wages

#### Self employed earnings

- Last full year's accounts
- If you have been employed for less than twelve months we need accounts from start of business to date
- If you have just started trading we require a signed statement from you forecasting your predicted income
- If accounts are unavailable please contact your local Housing Benefit Office

#### Other Income

- Student grant or loans - letter from Education Department
- Other state benefits - letter showing entitlement

#### Bank or building society accounts

- Last two months bank or building society statements showing all transactions for all accounts held
- Building society book showing up to date balance and last two months transactions

#### Other investments

- Documents showing proof of other investments, such as share certificates, premium bonds, national savings certificates

#### Non - dependants

- Proof of state benefit
- Proof of gross earnings - last wage slip
- Student certificates
- If none of the above apply, you will need a signed statement to that effect

#### Childcare

A document or letter from the childcare provider to show

- Number of weeks per year that childcare is provided
- Cost of the care for each individual child
- Child minder's registration number

#### Private pension contributions

- A letter detailing contributions paid

For more information please contact your Local Authority Housing Benefit Office