

# Starting Work

To help us to help you get the benefits you are entitled to when you or your partner start work please ring us on

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We can close your or your partner's Jobseekers Allowance or Income Support claim AND help you to claim in-work benefits.

When you ring us we will ask you about any changes to your circumstances or any work you have done since your last declaration and for information depending on which in work benefits you may like to claim.

## **If you are starting work we will need to know**

- Your full name and address
- Your National Insurance number
- Your date of birth
- The date you are starting work
- Your employer's name, address and telephone number
- The number of hours you will be working

If it is your partner who is starting work we will need to know the same information about them.

Any information that you supply may be provided to the local authority or Her Majesty's Revenue and Customs.

## **If you want to claim for Housing Benefit or Council Tax Benefit we will ask you if you have**

- The reference number for any Housing Benefit or Council Tax Benefit you were claiming while out of work
- Bank or building society statements for the last 2 full months for all your accounts, even if they are empty or overdrawn
- Evidence to support any savings and investments you have
- Child Benefit payments
- Other social security benefits
- Other income
- Childcare costs you pay to a registered provider

We will tell you more about the information you will need to provide for the local authority when you telephone us.

## **If you want to apply for Working Tax Credit we will ask you about**

- Your total household income for this tax year and the previous one, including all taxable social security benefits and partner's earnings
- If you are in receipt of Child Tax Credit
- Details of any children you have
- Your employer's Pay as You Earn tax reference number, or your own reference number if you will be self employed
- If you or a child are in receipt of the Highest Rate Care Component of Disability Living Allowance or Higher Rate of Attendance Allowance
- Bank or building society details for you and your partner
- Evidence to support any savings and investments you have
- Appointee details, if you want someone to act on your behalf regarding your benefits application we will need their personal details
- The name and address of your child care provider
- The name of the local authority or other body that registered or approved your child care provider
- The registration number of your child care provider
- The amount of child care you pay each week