

Jump The Queue!



Need your benefit now?

Your benefit claim will jump to the front of the queue and be treated as top priority if you provide the following with your fully completed and signed application form:

- 1. Two forms of identification and National Insurance Number for you and your partner if you have one.**
- 2. Proof of all income for you, your partner if you have one and any other adult living in your property. This includes any state benefits you receive.**
- 3. Latest statements covering two full months for any bank, building society or savings accounts you or your partner have. Plus proof of any investments, stocks, shares, property or any other capital you may have.**
- 4. Proof of your rent, if you pay rent to a private landlord or housing association.**

Please remember all proof supplied must be original documents. Unfortunately we can't accept photocopies. But don't let that delay you providing your application form as you can bring in the proof later, as long as it's within one calendar month.

So are you ready to jump the queue?

For further information on what evidence we can accept as proof please see the other side of this leaflet.

Evidence we can accept

Evidence of identity:

Birth certificate, marriage certificate, passport, national insurance number card, medical card, driving licence UK residence permit, EEC identity card or recent gas or electricity bill. We may need to see several of these documents for each person.

Evidence of National Insurance Number:

National Insurance number card, payslips or letters from the Department for Work and Pensions office or the tax office.

Evidence of capital, savings and investments:

Bank, building society or post office books, full bank statements or certificates for premium bonds, National Savings Certificates, TESSA's, ISA's, stocks, shares, bonds and unit trusts. We need to see evidence of any interest or dividends you get on investments and savings. We need to see this evidence for children in your household as well. The evidence you provide must show details for at least the last 2 months.

Evidence of private rent and tenancy:

Rent book, rent receipts, a tenancy agreement or a letter from your landlord. If you do not have a written agreement, receipts or rent book your landlord will need to complete a landlord declaration form.

Evidence of earnings:

Your last 5 payslips if you are paid every week, your last 3 payslips if you are paid every 2 weeks, or your last 2 payslips if you are paid every month. If you are unable to obtain wage slips we may contact your employer to confirm details. If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than 6 months, a summary of your trading records so far.

Evidence of other income:

Pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see evidence of any money people pay you for board and lodgings.

Evidence of benefits, tax credits, allowances or pensions:

Current award notices or letters from the Department for Work and Pensions or Tax Office confirming how much you get. If you do not have evidence, let us know straight away. Please do not send order books through the post.

Evidence of other money paid out:

Letters about student grants or maintenance, agreements or receipts from registered child carers.

If you require any further information you can contact our office:

telephone 01279 446633

e-mail: hdc.benefits@harlow.gov.uk

or visit our website at www.harlow.gov.uk.