

## **Evidence checklist – what we need**

Please download forms from [eastdevon.gov.uk/benefits](http://eastdevon.gov.uk/benefits)

### **Tenancy Agreement**

- Tenancy Agreement showing current rent, signed by your landlord or
- Proof of Rent form completed by your landlord.

### **Payslips**

- Your last 5 consecutive payslips if paid weekly, 3 if paid fortnightly or 2 if paid monthly. Please also confirm the period the payslips cover. We cannot accept handwritten payslip or
- Certificate of Earnings completed by your employer.

### **Statutory Sick Pay**

Proof of the Sick Pay either on:

- Payslips or
- Letter from your employer confirming the dates and rates of your sick pay

### **Capital**

Proof of all savings, capital or investments which may include:

- last two months statements for all bank accounts, showing all transactions
- up to date building society passbooks
- Share Certificates
- Premium Bonds
- Income Bonds
- ISA statements.

### **Occupational/Private Pensions**

Proof of the amount received either:

- On the pay advice from the provider or
- Bank statements showing two separate consecutive payments.

We are unable to accept a P60 as proof of current amounts.

**Please turn over**

**Self Employed Earnings, existing business**

- Your latest accounts and the month you received these from your accountant or
- Self Employed Income Sheet. We are unable to accept Tax Returns as proof.

**Self Employed Earnings, new business**

Self Employed Income Sheet. Please do not include any start up costs in the expenditures.

**What we don't need?**

- Tax Credit award letters
- Jobseekers Allowance/Income Support/Employment Support Allowance award letters
- Proof of National Insurance Number
- Child Benefit award letter
- Bank statements if total capital is less than £6000
- State Pension increase letters (we do need details of Private Pension increases)
- Tax returns

If you are unable to download a form please contact us.