

## **Evidence Guidelines**

**\*Please note income must not exceed the threshold limit of £45,121 total income if living with parents/spouse/partner and single applicant living independently, all evidence must be declared.**

**If you are in receipt of any of these benefits, please provide evidence as below:**

- Universal Credit (UC) - 3x latest statements
- Tax Credit 2025/26 Award Letter
- Income Support-2025 Award letter
- Income related Employment and Support Allowance (ESA) 2025 letter
- Income Based Job Seekers Allowance (JSA) 2025 letter.
- Guarantee element of State Pension Credit 2025 letter
- Support under part VI of the Immigration & Asylum Act 1999 (copy of both sides of Application Registration Card (ARC card) and **ASPEN** Card including a recent receipt.

**If you are working or retired and not in receiving any benefits stated above, please provide income evidence as below:**

- Employment- P60 2025 or 2x monthly payslips(recent)/4x weekly payslips
- Self-Employment –Tax Return 2025
- Pension – 2025 letter

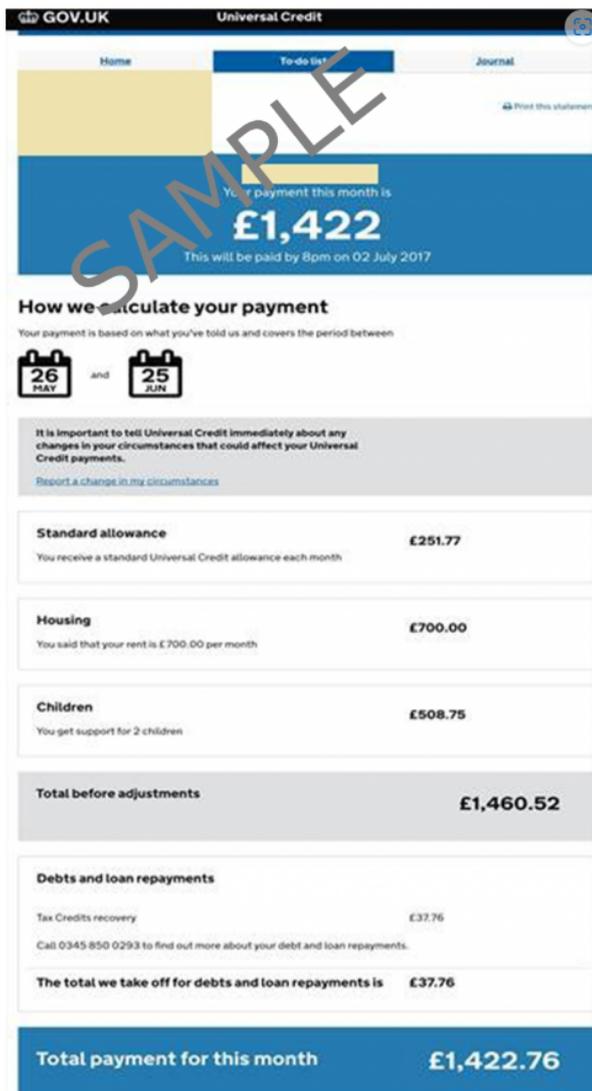
**Other evidence that may apply to you or your circumstances.**

- **16-18 In care/Care Leaver** - Written confirmation of the student's current or previous looked after statement issued by the Local Authority (email is acceptable).
- **16-18- living independently and receipt of Income Support or Universal Credit because they are financially supporting themselves and/or a dependant** - Income Support or Universal Credit letter because they are financially supporting themselves and/or a dependant.
- **16-18 Students in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) as well as Employment and Support Allowance or Universal Credit in their own right**- DLA/PIP Letter and UC/ESA Letter.

## Universal Credit Evidence

- We need x3 most recent award statements.
- <https://www.universal-credit.service.gov.uk/sign-in> is where they log in and can get the award statements.
- Under Payments, it shows a list of months and how much they received. You need to click on the most recent 3 months and show us each of the award statements.
- Click on **Print This Statement** at the top of the Award Statement – From here you should be able to save the file as a PDF.
- **Computer:** Change the printer to “Save as PDF.” You can then save to files.
- **iPhone:** On the print preview, swipe on the UC statement out like you are zooming into a picture. The share button should then appear in the top right corner, and you can save to files.
- **Android:** On the print preview, select the three dots, select printer, and save as PDF. You can then save to files.
- If you are really struggling, screenshot each page.

**Example below:**



**GOV.UK Universal Credit**

Home To-do list Journal

Print this statement

Your payment this month is  
**£1,422**  
This will be paid by Bpm on 02 July 2017

**How we calculate your payment**  
Your payment is based on what you've told us and covers the period between

26 MAY and 25 JUN

It is important to tell Universal Credit immediately about any changes in your circumstances that could affect your Universal Credit payments.  
[Report a change in my circumstances](#)

<b>Standard allowance</b> You receive a standard Universal Credit allowance each month	<b>£251.77</b>
<b>Housing</b> You said that your rent is £700.00 per month	<b>£700.00</b>
<b>Children</b> You get support for 2 children	<b>£508.75</b>
<b>Total before adjustments</b>	<b>£1,460.52</b>
<b>Debts and loan repayments</b>	
Tax Credits recovery	£37.76
Call 0345 850 0293 to find out more about your debt and loan repayments.	
<b>The total we take off for debts and loan repayments is</b>	<b>£37.76</b>
<b>Total payment for this month</b>	<b>£1,422.76</b>

**Income Based Job Seeker's Allowance (all pages)**

Mr [redacted] Smith

**jobcentreplus**

Department for  
Work and Pensions

Watford Centre Benefit Post  
Handling Site B  
Wolverhampton WV99 1RH

[www.gov.uk](http://www.gov.uk)

Telephone: 0345/0845 608  
6545  
Text phone: 0845 608 8551  
Date: 10/03/2019

If you get in touch with us, tell  
us this reference number  
[redacted]

Dear Mr. [redacted] Smith,

Thank you for your request for information.

The details are as follows: -

You were awarded Jobseekers Award Income Based

Claim start date: 02/11/2018

Claim termination date: N/A – Ongoing claim  
At weekly rate of £73.10

Second claim start date –  
Second claim termination date –  
At a weekly rate of –

Paid up to 05/03/2019 – Ongoing

Any other information: None

For any further enquiries please contact us on the above number.

*[Signature]*

## ESA - Employment and Support Allowance (all pages)

jobcentreplus  
Website: www.jobcentreplus.gov.uk

Your reference is [REDACTED]  
Please tell us this number  
if you get in touch with us

SA Wolverhampton  
Post Handling Site B  
Wolverhampton  
WV99 2GP

Phone 0800 1690310  
TEXTPHONE for the deaf/hard of  
hearing ONLY 0800 1690314

Date 11 March 2020

Dear [REDACTED]

**YOUR CLAIM FOR EMPLOYMENT AND SUPPORT ALLOWANCE**

**CHANGES IN SOCIAL SECURITY BENEFITS**

From 6 April 2020 the rates of Social Security benefits will change.  
From 11 April 2020 your Employment and Support Allowance will be £113.55 a week.  
This is because of:

a change in the rates of Social Security benefits.

Your circumstances mean you will qualify for a Christmas Bonus Payment. This will be paid the first week in December. The amount payable is £10.00

You are required to immediately report any change in your circumstances to us, or the circumstances of your partner if you have one.

The attached sheet shows how we worked out your money. If you want more information please get in touch with us. Our phone number and address are at the top of this letter.

We will pay this new amount from your first payday after this date.

**WHAT TO DO IF YOU THINK THIS DECISION IS WRONG**

If you think the decision is wrong, please get in touch with us by telephone or in writing, **within one month of the date of this letter**. If you do not contact us within one month of the date of this letter we may only be able to change the decision from the date you contact us. Our telephone number and address are on the front page of this letter.

You can appeal against this decision, but you cannot appeal until we have looked at the decision again. We call this a **Mandatory Reconsideration**.

11 March 2020  
MRS [REDACTED] REF [REDACTED]

**How Employment and Support Allowance has been worked out**

**The Employment and Support Allowance Award**

The payment of Employment and Support Allowance is based on your National Insurance Contribution records and any additional amount the law says you need to live on.

Your living expenses	£74.35
<b>Limited capability for work addition</b>	
Extra Money because you are in the Support Group	£39.20
Which gives a total income-related amount	£113.55
<b>Income and Benefits</b>	
No income will be taken off your Employment and Support Allowance	
Your income-related amount is £113.55 less £0.00 so you would have been entitled to	£113.55
However because you are entitled to contribution-based Employment and Support Allowance we will pay you	£113.55

The amounts on this page apply from 11 April 2020 to 4 December 2020.

Yours sincerely  
J Hatfield J Hopkins  
Manager

97501301 [REDACTED]

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**SAMPLE**

Department for Work & Pensions

www.gov.uk  
Telephone: 0800 169 0310  
Textphone: 0800 169 0314

Your reference: [REDACTED]

19 February 2021

**Information about your benefit entitlement**  
Please read this letter in full

Dear [REDACTED]

Please find the information you requested below.

**Your entitlement details**

You were awarded Income-related Employment And Support Allowance and Contributory Employment And Support Allowance.

Entitlement start date: 24-Sep-2011  
Current amount: £130.65 Weekly

**Reporting changes**

You must tell us straightaway if there is a change in your circumstances. If you give wrong or incomplete information, or you do not report changes, you may be paid more or less money than you should. You will have to pay back overpaid money when told to do so. You could also be prosecuted or need to pay a financial penalty. If we pay you less money than we should we may pay you this money back.

**We have many different ways we can communicate with you.**  
If you would like Braille, British Sign Language, a hearing loop, translations, large print, audio or something else please tell us using the phone number at the top of this letter.

Please turn over

v1.0  
DWPLOEA  
Page 1 of 2

**Pension Credits-(Guaranteed Element) (all pages)**

**The Pension Service** Part of the Department for Work and Pensions  
Website: [www.thepensionservice.gov.uk](http://www.thepensionservice.gov.uk)

If you get in touch with us, tell us this reference number [REDACTED]

Our address **The Pension Service 4  
Mail Handling Site A  
Wolverhampton  
WV98 1AG**

Our phone number 0800 7310469

If you have a [REDACTED] 0800 7310464

Date 8 August 2020

Dear [REDACTED]

**ABOUT YOUR PENSION CREDIT**

**Important note about health benefits**  
You have been awarded the Pension Credit guarantee credit. Because you have been awarded the guarantee credit, you are also entitled to some health benefits to cover things like dental treatment. Please see the enclosed leaflet **INF2(PC)** which tells you more about this.

I am writing to tell you that your Pension Credit will change. This is because of a change in your circumstances.

This means from 11 April 2020 you will get £240.70 a week.

The way this has been worked out is shown on the page called **How Pension Credit has been worked out**.

**When you will get your money**

Your next payment of Pension Credit will be paid by Friday 14 August 2020 and will be £ 1900.10. This is for the period 18 July 2020 to 14 August 2020.

Following this, a further payment will be paid by Friday 11 September 2020 and will be £ 962.80. This will be for the period 15 August 2020 to 11 September 2020.

Payments will continue every four weeks thereafter on a Friday. Payments will reach you by the day the money is due.

The amounts stated above are based on the information we currently hold. These may be affected by changes in your circumstances.

**How to get your money**

You have asked for your Pension Credit to be paid into an account and we will be paying your Pension Credit into that account.

If you want a further explanation of this decision, please see the final page of this letter. It explains what to do if you disagree with this decision.

**What should I do if my circumstances change?**

6506/0004 378230310200400412 Page 1 of 4

**The Pension Service** Part of the Department for Work and Pensions

**How Pension Credit has been worked out**

1. **Your appropriate amount**

This is the minimum amount of money the Government says you must have each week taking account of specific circumstances.

Because you are single	£ 173.75
And because you are severely disabled	£ 66.95
Which gives you a total appropriate amount of	£ 240.70

2. **Your income**

This is income we take into account when we work out your Pension Credit Guarantee Credit amount.

**Benefits**

State Pension for Mansoor Almahdosh	£ 0.00
Attendance Allowance for Mansoor Almahdosh is not counted as income towards Pension Credit	
<b>Total income</b>	£ 0.00

3. **Your Pension Credit Guarantee Credit**

Your appropriate amount of	£ 240.70
Less your total income of	£ 0.00
<b>So your Pension Credit Guarantee Credit is</b>	£ 240.70
<b>Your Pension Credit is</b>	£ 240.70

**We will pay you £240.70 a week from 11 April 2020.**

**SAMPLE**

6506/0004 378230310200200214 Page 3 of 4

**Working Tax Credit (all pages)-cannot accept Annual Reviews**

**HM Revenue & Customs**

Helpline 0345 300 3900  
 Textphone 0345 300 3909  
 For our opening hours go to [www.gov.uk/contact-hmrc](http://www.gov.uk/contact-hmrc)  
 TCO Liverpool 3  
 Tax Credit Office  
 HM Revenue and Customs  
 BX9 1ER  
 Issue Date 03 July 2019

**Tax credits award for 06/04/2019 to 05/04/2020**

MRS [REDACTED] National Insurance number [REDACTED]

**Summary**

**Tax credit for the period - see Part 2**

Working Tax Credit	£3974.76
Child Tax Credit	£7233.34

**Amounts still to be paid to you for the period shown above - see Part 3**

Working Tax Credit to MRS [REDACTED]	£2979.71
Child Tax Credit to MRS [REDACTED]	£5007.60

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

**Part 1** shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

**Part 2** is for information. It shows how we calculate your tax credits.

**Part 3** gives details about any payments we will make for the period shown above.

**Your rights and obligations**

Your Charter explains what you can expect from us and what we expect from you. For more information go to [www.gov.uk/hmrc/your-charter](http://www.gov.uk/hmrc/your-charter)

**Why we are writing to you**

Thank you for the information you gave us about your tax credits claim.  
This award notice gives details of your tax credits award for the period 06/04/2019 to 05/04/2020.

**What to do now**

Please check the details on this award notice and tell us if anything is wrong, missing or incomplete.  
It's important you tell us about changes to your circumstances when they happen otherwise you could be overpaid and may have to pay money back. See the enclosed notes for more information.

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## Employment P60

**P60 End of Year Certificate**  
Tax year to 5 April **2019**

**To the employee:**  
Please keep this certificate in a safe place as you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits or to check your claim. It also helps you check that your employer is using the correct National Insurance number and deducing the correct amount of National Insurance contributions.  
**By law you are required to tell HM Revenue and Customs about any income that is not fully taxed, even if you are not sent a tax return.**  
HM Revenue and Customs

The figures marked \* should be used for your tax return, if you get one

**Employee's details**

Surname: [REDACTED]  
Forenames or initials: [REDACTED]  
National Insurance number: [REDACTED] Works/payroll number: 0123445

**Pay and Income Tax details**

	Pay		Tax deducted	
	£	p	£	p
In previous employment(s)	0.00		0.00	
In this employment	24000.00		2428.00	
<b>Total for year</b>	<b>24000.00</b>		<b>2428.00</b>	

Final tax code: 1185L

**National Insurance contributions in this employment**

NIC letter	Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL)	Earnings above the LEL, up to and including the Primary Threshold (PT)	Earnings above the PT, up to and including the Upper Earnings Limit (UEL)	Employee's contributions due on all earnings above the PT
	£	£	£	£ p
A	6036	2338	15576	1870.56

**Statutory payments included in the pay in this employment**

	£	p	£	p	£	p
Statutory Maternity Pay	0.00		Statutory Paternity Pay	0.00	Statutory Shared Parental Pay	0.00
Statutory Adoption Pay	0.00					

**Other details**

Student Loan deductions in this employment (whole £s only): 0.00

To employee: [REDACTED]

Your employer's full name and address (including postcode):  
The Brownie Bakery  
100 Tree Lane  
London  
W1 1AC

Employer PAYE reference: 576 / HK56200

**Certificate by Employer/Paying Office:**  
This form shows your total pay for Income Tax purposes in this employment for the year. Any overtime, bonus, commission etc., Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Statutory Shared Parental Pay or Statutory Adoption Pay is included.

P60 (single sheet) (2018 to 2019) Do not destroy HMRC 12/17

**Payslips 2x monthly or 4x weekly (last 3 months)**

Company Name				
[REDACTED]				
Employee No	Employee Name	Process Date	Insurance Number	
12345	Sally James	31/01/2019	[REDACTED]	
Payments		Line Units	Line Rate	Amount
Salary			3000.00	3000.00
Bonus			100.00	100.00
Commission			250.00	250.00
Expenses			10.50	10.50
Deductions		Amount		
Period Pay		3350.00		
PAYE Tax		452.40		
Nat Insurance		317.76		
Healthcare		20.00		
Student Loan		90.00		
EE Pension		100.00		
ER Pension		168.00		
This Period		Year To Date		
Pay		3350.00		
PAYE Tax		452.40		
Nat Insurance		317.76		
EE Pension		100.00		
ER Pension		168.00		
Pay		33500.00		
PAYE Tax		4524.00		
Nat Insurance		3177.60		
EE Pension		1000.00		
ER Pension		1680.00		
Pay Method	Period No	Dept	Tax Code	Pay Period
Bank	10	01	1185L	Month
<b>Net Pay</b>				<b>2380.34</b>

## Self-Employment 2024/25 (all pages)

HM Revenue & Customs

**Tax credits award for 06/04/2020 to 05/04/2021**

MRS [REDACTED] National Insurance number [REDACTED]

Continued

Your income for the year 6 April 2019 to 5 April 2020

MRS [REDACTED]	Earnings as an employee	£1727.00
	Income from self-employment	£10636.00
	<b>Total income for the year from 6 April 2019 to 5 April 2020</b>	<b>£12363.00</b>

**Has your income changed?**  
Please tell us if your income goes up or it goes down. This helps us to keep your payments on the right track.

**Income gone down? – tell us now, you may be due more tax credits**  
If you are due more tax credits, we will increase your remaining payments straightaway. After 5 April 2021 we will send you a Renewal Pack. Once you have told us your actual income for the year from 6 April 2020 to 5 April 2021, we will check your whole award. If we owe you any money we will pay it.

**Income gone up? – tell us now to keep your payments on the right track**  
This does not usually affect your tax credits payments for this year. From 6 April 2021 your payments will be based on income of £12721.52. If your income is more and you do not tell us until you complete your Renewal Pack, you may be paid too much from 6 April 2021 onwards. If you are overpaid, we will reduce your payments to collect back any overpaid amount.

**What to do if you think that something is wrong**  
If you think that something on this award notice is wrong or missing then contact us straightaway and we will try to put it right. If we cannot resolve your problem and you are not satisfied, write to us at the address on page 1 and ask us to look at the decision again. You must do this within 30 days of the date of this award notice. We call this mandatory reconsideration. When we have looked at the decision again, we will send you a notice to tell you what we have done. If you are still unhappy with the decision, the notice will tell you how to appeal.

For more information:  
• go to [www.gov.uk/tax-credits-appeals-complaints](http://www.gov.uk/tax-credits-appeals-complaints) or  
• phone our helpline and ask for our factsheet WTC/AP What to do if you think our decision is wrong.

**Part 2 How we work out your tax credits**  
The amounts shown in this Part are provisional until your actual income and personal circumstances are known and we make a final decision after 5 April 2021. Tax credits are made up of elements. The elements you receive and the periods you receive them for are shown below. Your income may reduce the amount of tax credits you receive. We show any reductions below.

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GOV.UK **SAMPLE** tax return 2018-19 Sign out

Unique Taxpayer Reference (UTR) [REDACTED]  
Your tax return is 100% complete

**View your calculation**

This section provides you with a breakdown of your full calculation. If it says your tax return is 100% complete then you have submitted your return and this is a copy of the information held on your official online Self Assessment tax account with HM Revenue and Customs.

Profit from self-employment			£22,924.00
<b>Total income received</b>			<b>£22,924.00</b>
minus Personal Allowance			£11,850.00
<b>Total income on which tax is due</b>			<b>£11,074.00</b>

**How we have worked out your income tax**

	Amount	Percentage	Total
<b>Pay, pensions, profit etc. (UK rate for England, Wales and Northern Ireland)</b>			
Basic rate	£11,074.00	x 20%	£2,214.80
<b>Savings interest from banks or building societies, securities etc.</b>			
Starting rate	£0.00	x 0%	£0.00
Basic rate band at nil rate	£0.00	x 0%	£0.00
Basic rate	£0.00	x 20%	£0.00
Higher rate band at nil rate	£0.00	x 0%	£0.00
<b>Total income on which tax has been charged</b>			<b>£11,074.00</b>
<b>Income Tax due</b>			<b>£2,214.80</b>
plus Class 4 National Insurance contributions	£14,500.00	x 9%	£1,305.00
plus Class 2 National Insurance contributions	£153.40		
<b>Total Class 2 and Class 4 National Insurance contributions due</b>			<b>£1,458.40</b>
<b>Income Tax, Class 2 and Class 4 National Insurance contributions due</b>			<b>£3,673.20</b>

**Estimated payment due by 31 January 2020**  
You must pay the total of any tax and class 4 NIC due for 2018-19 plus first payment on account due for 2019-20 by 31 January 2020

**T/A Second Hand Car Dealer**

**INCOME STATEMENT**

**FOR THE PERIOD FROM 6th APRIL 2019 TO 5th APRIL 2020**

	£	£
<b>TURNOVER</b>		<u>£ 57,586.00</u>
Less: Cost of sales		<u>£ 46,820.00</u>
<b>GROSS PROFIT</b>		<u>£ 10,766.00</u>
<b>LESS EXPENSES</b>		
Motor Expenses	£ 2,034.50	
Legal/Accountancy	£ 175.00	
Telephone	£ 168.00	
		<u>£ 2,377.50</u>
<b>Profit/Loss for the year</b>		<u><b>£ 8,388.50</b></u>

**SAMPLE**

Page 2

**Pension – State/Private (all pages)**

**P**ension Service  
Part of the Department for Work and Pensions

Your reference is YE910022C  
Please tell us this number  
if you get in touch with us

The Pension Service 4  
Mail Handling Site A  
Wolverhampton  
WV9 1AG

Phone 0800 7310469  
TEXTPHONE for the deaf/hard of  
hearing ONLY 0800 7310464

Date 08/02/2020

**ABOUT THE GENERAL INCREASES IN BENEFITS**  
This is to tell you that from 06 APR 20 the amount of benefit you receive will change. The new amount will be included in the payment on or after this date. It is important to tell us about any changes, such as a change of address. If a change of circumstances has occurred prior to receipt of this notification, we apologise for any distress caused.

**HOW YOUR BENEFIT IS MADE UP**

basic State Pension		£134.25
Pre 97 additional State Pension	£72.69	
Less Contracted-Out Deduction (COD) of	£43.96	
	<b>Total payable</b>	<b>£28.73</b>
Post 97 additional State Pension		£23.68
Graduated Retirement Benefit		£4.11
<b>The amount each week is</b>		<b>£190.77</b>

**SAMPLE**

BR5899 Please turn over

7801/5027 Page 01 of 01

**P60 End of Year Certificate**  
This is a printed copy of an eP60

Tax year to 5 April 2020

This form shows the total pension for Income Tax purposes paid to you by us in the year.

**SAMPLE**

027118  
34400

Pension Protection Fund  
PO Box 254  
WYMONDHAM  
NR18 8DN  
Email ppfmembers@ppf.co.uk  
Telephone 0330 123 2222  
Overseas +44 (0)20 8633 4902  
**PAYE Reference 948/KZ68905**

**Pensioner's details**

Surname  
Forenames or Initials  
National Insurance number  
Pension Payroll Number

**Pension and Income Tax details**

	Pay		Tax deducted	
	£	P	£	P
In previous employment(s)		0.00		0.00
<b>Pension paid by us *</b>		5,949.76		316.00
<b>Total for Year</b>		<b>5,949.76</b>		<b>316.00</b>
			Final tax code	436T
			Your percentage of standard lifetime allowance (LTA) used is:	14.90

\* Figures shown here should be used for your tax return, if you get one.

**To the pensioner**  
Please keep this certificate in a safe place. You will need it if you have to fill in a tax return, make a claim for tax credits or to renew your claim. You can also use it to check we are using your correct National Insurance number. If it is not, please tell us.

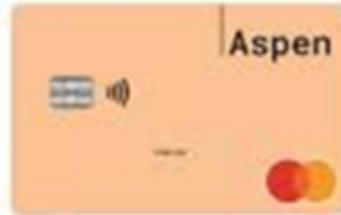
**Aspen CARD**

Aspen Card

SAMPLE



Current Aspen card



New Aspen card