Halesowen College

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
- Income Support-2026 Award letter
- Income related Employment and Support Allowance (ESA) 2026 letter
- Income Based Job Seekers Allowance (JSA) 2026 letter
- Guarantee element of State Pension Credit 2026 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 <u>not</u> in receiving any benefits stated above, please provide income evidence as below:

- Employment- P60 2026 or 2x monthly payslips(recent)/4x weekly payslips
- Self-Employment –Tax Return 2026
- Pension – 2026 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.

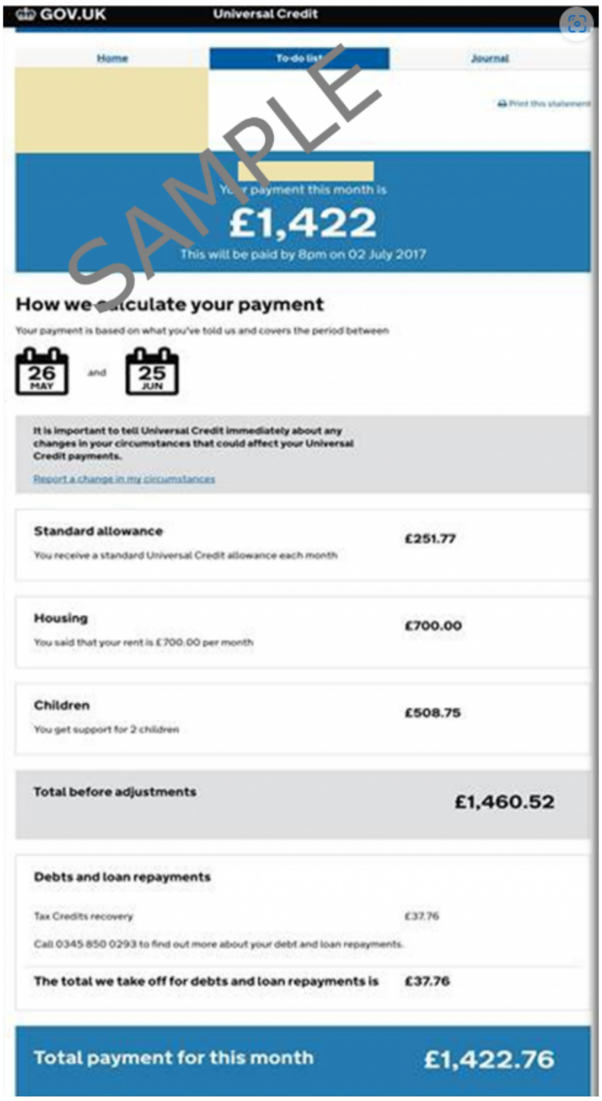
- **16-18 Students in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) as well as Employment and Support Allowance or Universal Credit in their own right**- DLA/PIP Letter and UC/ESA Letter.

Halesowen College

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:



Income Based Job Seeker's Allowance (all pages)

Mr [redacted] Smith
[redacted]

SAMPLE

jobcentreplus

Department for Work and Pensions

Watford Centre Benefit Post Handling Site B
Wolverhampton WV99 1RH

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.

Halesowen College

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

[redacted]

ESA 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
Limited capability for work addition	
Extra Money because you are in the Support Group	£39.20
Which gives a total income-related amount	£113.55
Income and Benefits	
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

Department for Work & Pensions

[redacted]

www.gov.uk

Telephone: 0800 169 0310
Textphone: 0800 169 0314

Your reference: [redacted]

19 February 2021

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.

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.

Please turn over

Halesowen College

Pension Credits-(Guaranteed Element) (all pages)

The Pension Service Part of the Department for Work and Pensions
Website: www.thepensionservice.gov.uk

[redacted]

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 textphone	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?

[redacted]

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	
Total income	£ 0.00

3. Your Pension Credit Guarantee Credit

Your appropriate amount of	£ 240.70
Less your total income of	£ 0.00
So your Pension Credit Guarantee Credit is	£ 240.70
Your Pension Credit is	**£ 240.70**

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

Halesowen College

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

HM Revenue & Customs

SAMPLE

MRS

LIVERPOOL

Helpline 0345 300 3900
Textphone 0345 300 3909
For our opening hours go to 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 National Insurance number

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	£2979.71
Child Tax Credit to MRS	£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**

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.

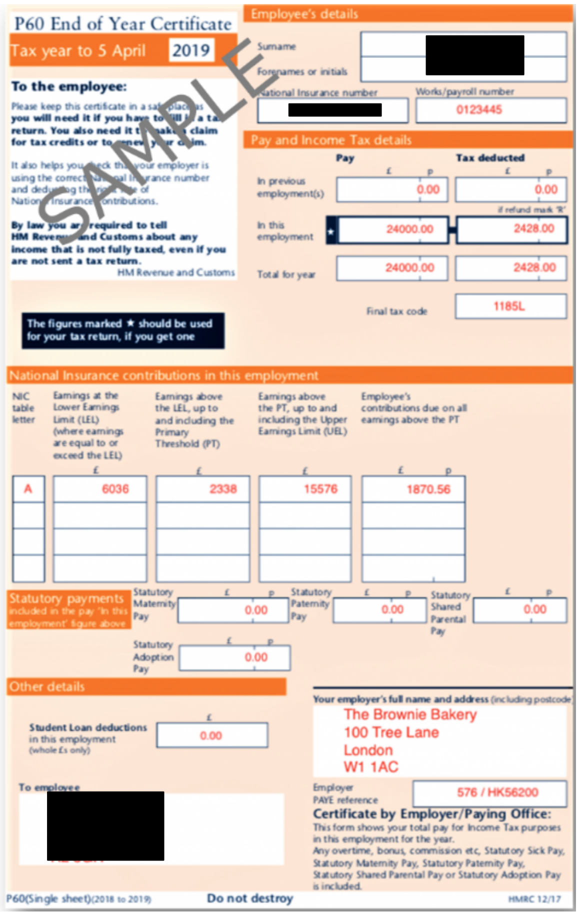
What to do now

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.

Halesowen College

Employment P60



P60 End of Year Certificate

Tax year to 5 April 2019

SAMPLE

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 renew your claim.**

It also helps you check that your employer is using the correct National Insurance number and deducting the right rate 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:

National Insurance number: [redacted]

Works/payroll number: 0123445

Pay and Income Tax details

	Pay £ p	Tax deducted £ p
In previous employment(s)	0.00	0.00
In this employment	★ 24000.00	2428.00
Total for year	24000.00	2428.00

if refund mark 'R'

Final tax code: 1185L

National Insurance contributions in this employment

NIC table 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' figure above

	£ 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

Your employer's full name and address (including postcode)

The Brownie Bakery
100 Tree Lane
London
W1 1AC

Employer PAYE reference: 576 / HK56200

To employee

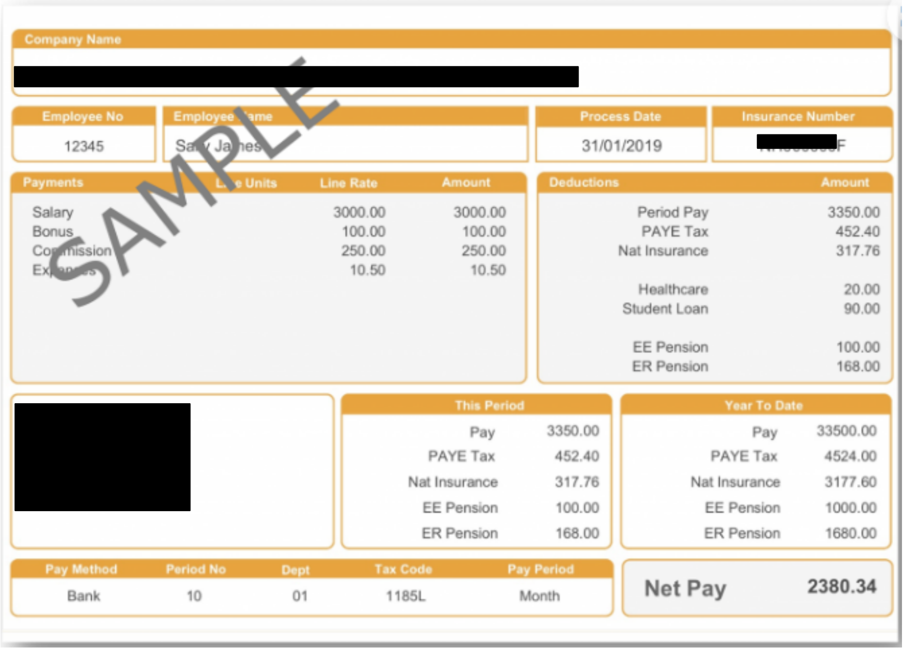
[redacted]

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)

Halesowen College



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

[redacted]

This Period	
Pay	3350.00
PAYE Tax	452.40
Nat Insurance	317.76
EE Pension	100.00
ER Pension	168.00

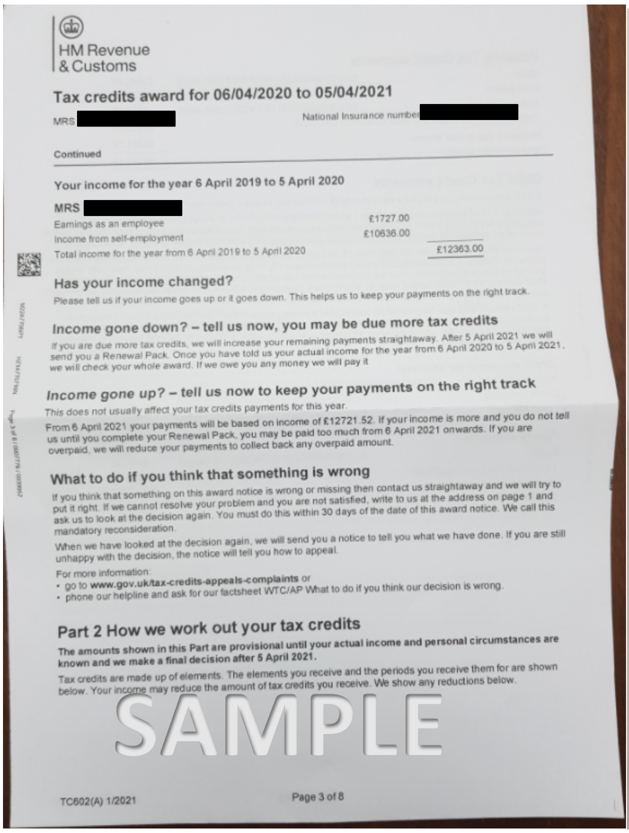
Year To Date	
Pay	33500.00
PAYE Tax	4524.00
Nat Insurance	3177.60
EE Pension	1000.00
ER Pension	1680.00

Pay Method	Period No	Dept	Tax Code	Pay Period
Bank	10	01	1185L	Month

Net Pay 2380.34

SAMPLE

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	
Total income for the year from 6 April 2019 to 5 April 2020		£12363.00

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** or
- phone our helpline and ask for our factsheet WTC/AP What to do if you think our decision is wrong.

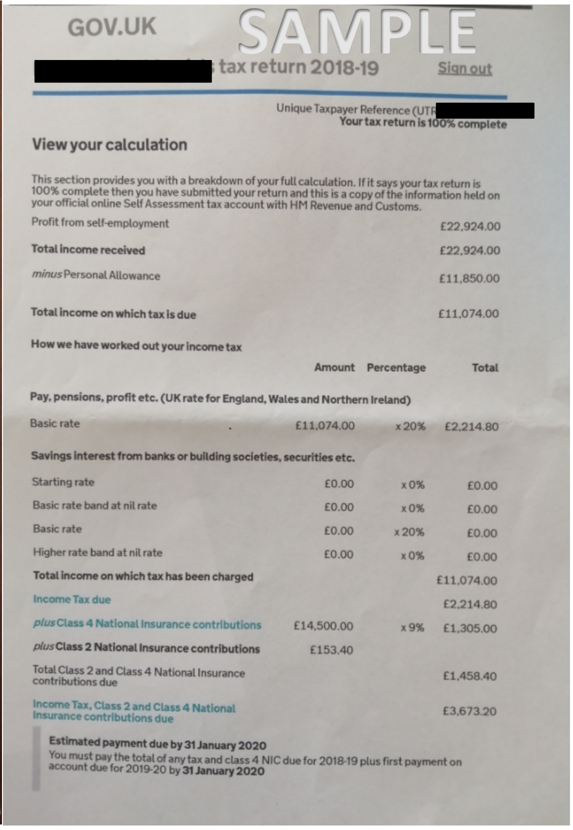
Part 2 How we work out your tax credits

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.

SAMPLE

TC602(A) 1/2021 Page 3 of 8



GOV.UK SAMPLE

[redacted] 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
Total income received	£22,924.00
minus Personal Allowance	£11,850.00
Total income on which tax is due	£11,074.00

How we have worked out your income tax

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

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**

Halesowen College

[redacted]

T/A Second Hand Car Dealer

INCOME STATEMENT

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

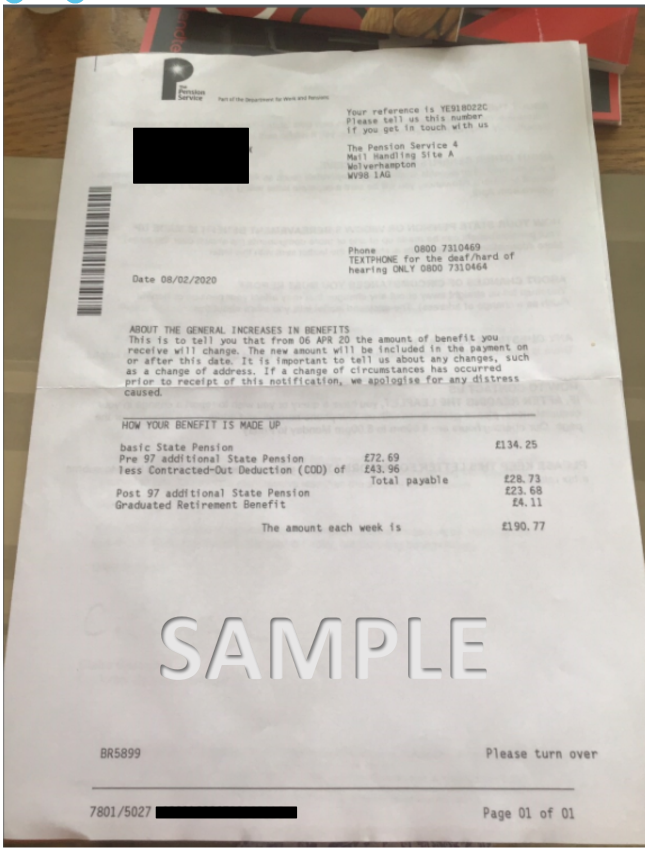
	£	£
TURNOVER		£ 57,586.00
Less: Cost of sales		£ 46,820.00
GROSS PROFIT		£ 10,766.00
LESS EXPENSES		
Motor Expenses	£ 2,034.50	
Legal/Accountancy	£ 175.00	
Telephone	£ 168.00	
		£ 2,377.50
Profit/Loss for the year		£ 8,388.50

SAMPLE

Page 2

Pension – State/Private (all pages)

Halesowen College



The Pension Service
Part of the Department for Work and Pensions

[redacted]

Your reference is YE918022C
Please tell us this number
if you get in touch with us

The Pension Service 4
Mail Handling Site A
Wolverhampton
WV98 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.

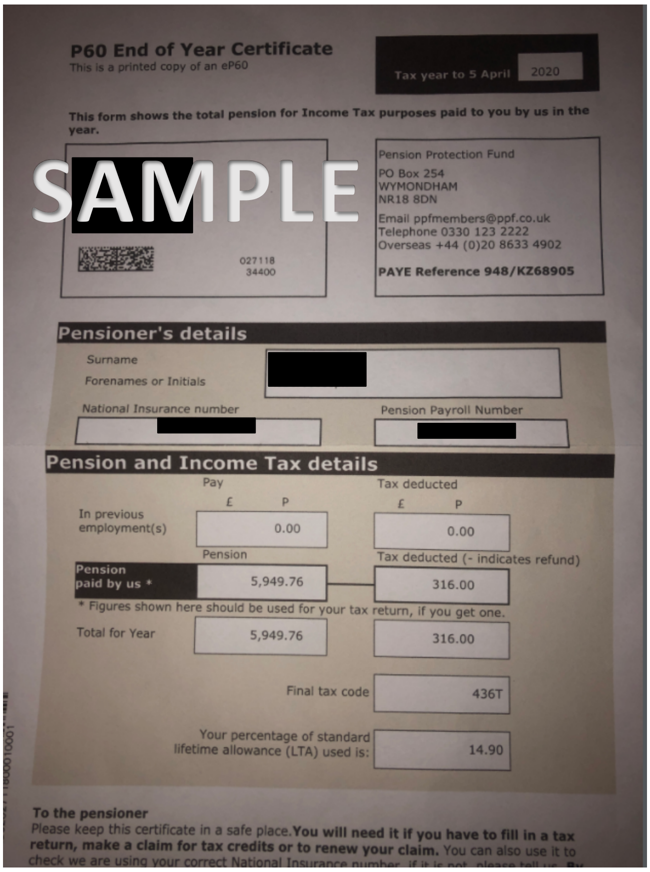
HOW YOUR BENEFIT IS MADE UP

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

SAMPLE

BR5899 Please turn over

7801/5027 [redacted] 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 [redacted]

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: [redacted]

National Insurance number: [redacted]

Pension Payroll Number: [redacted]

Pension and Income Tax details

	Pay £ p	Tax deducted £ p
In previous employment(s)	0.00	0.00
	Pension	Tax deducted (- indicates refund)
Pension paid by us *	5,949.76	316.00

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

Total for Year	5,949.76	316.00
Final tax code		436T
Your percentage of standard lifetime allowance (LTA) used is:		14.90

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. By

Halesowen College

Aspen CARD

Aspen Card