

Employed

The 3 most recent payslips:

- ✓ If you are paid monthly or 4 weekly, they must be dated in the last 3 months
- ✓ If you are paid fortnightly, they must be dated in the last 2 months
- ✓ If you are paid weekly, they must be dated in the last month

Self Employed

Documents should be dated within the last tax year, unless stated:

- ✓ Statement of Earnings
- ✓ Remittance Advice, dated within the last 35 days
- ✓ HMRC Tax Return Calculations (SA302)
- ✓ Record of Accounts (From Accountant)
- ✓ HMRC Confirmation Letter

Retired

These documents should all be dated within the last 365 days

- ✓ State Pension (Statement)
- ✓ Other Pension/Annuity (Letter Stating Entitlement / Payslips / Statement)
- ✓ Armed Forces Compensation Scheme (Payslip or Pension Scheme Letter)
- ✓ Armed Forces Independent Payment (Payslip or Pension Scheme Letter)
- ✓ Survivors Guaranteed Income (Payslip or Pension Scheme Letter)

Other

- ✓ Foster income (Confirmation Letter, Remittance Advice), dated within the last 365 days
- ✓ Maintenance payments (Family Based Arrangement Form, Awards Letter), dated within the last 365 days

Benefits

Notification showing the benefits you receive (DWP or Jobcentre Plus Benefit Award Letter), dated within the last 365 days (unless specified).

What benefits are accepted?

- ✓ Attendance Allowance
- ✓ Carer's Allowance
- ✓ Child Benefit
- ✓ Child Tax Credit (notification or Post Office Card Account Statement)
- ✓ Contribution Based Jobseeker's Allowance
- ✓ Employment and Support Allowance
- ✓ Guardian's Allowance
- ✓ Housing Benefit (Paid to Tenant Only)
- ✓ Incapacity Benefit
- ✓ Income Base Jobseeker's
- ✓ Income support
- ✓ Industry Injury Benefit
- ✓ Maternity Allowance
- ✓ Reduced Earnings Allowance
- ✓ Severe Disablement Allowance
- ✓ Universal Credit
- ✓ Widowed Parent's Allowance
- ✓ Working Tax Credits
- ✓ Disability Living Allowance (Adults), dated within the last 1095 days
- ✓ Disability Living Allowance (Children), dated within the last 1095 days
- ✓ Personal Independence Payment, dated within the last 1095 days