

Revenues and Benefits Service Acceptable Documents

Identity

- Passport
- Full or provisional Driving Licence; Paper or Card
- Birth Certificate
- Marriage Certificate
- Divorce Papers
- Change of name deed
- Bank Statements (Including Internet screen prints for Internet only accounts – these must show name and address)
- Credit Card Statement
- Paid Utility Bill showing current address (Not your Council Tax Bill)
- Medical Card
- Home Office Papers
- Any official letters from Inland Revenue, Courts or NHS showing full name and address
- Wage Slip - showing name and current address
- Letter from Doctor, Solicitor or Probation Officer
- Benefit Award Letters (Not issued from Wakefield Council)
- Bank or Credit Card

National Insurance Number

- National Insurance Card
- P60 / P45 / Wage Slip
- Private Pension Remittance Slip
- Benefit Award Letter (Not issued from Wakefield Council)
- Letter from HMRC

Any of these documents used MUST show your National Insurance Number. A National Insurance Number is for life so this document does not have to be recent.

Statutory Sick Pay

- The first wage slip showing SSP and all wage slips that have followed
- A fully completed Earnings Certificate stamped or signed by your employer

Proof of Rent and Tenancy

WDH tenants - you do not need to provide any proof of rent.

Housing Associations and Private Landlords

- up to date, signed tenancy agreement
- letter from your landlord
- rent book

Any of these documents provided must show the following:

- the amount of rent charged
- how often the rent is due
- the tenancy start date
- your name and address
- your landlord's name and address
- any service charges if applicable

Earnings/Wages

- Last 5 consecutive weekly wage slips
- Last 2 consecutive monthly wage slips
- Last 3 consecutive fortnightly wage slips (Wage slips must not be handwritten)
- Or a fully completed Earnings Certificate or letter from your employer on letterhead paper These should show how much is paid and how often and include National Insurance contributions and Tax paid.

Self Employed Earnings

- If you have been self-employed for more than one financial year we will need to see your last year's accounts showing both income and expenditure. We may ask you to supply proof of some of the amounts entered on your accounts.
- If you have not been trading for a year or do not have trading accounts, then you must supply details for the period you have traded. You can do this by completing a Self Employed Earnings Declaration and providing any evidence of income and expenditure.

Capital, Investments & Savings

- Last two monthly statements showing all transactions for any Bank, Building Society or Post Office accounts
- A recently updated Building Society passbook
- Other investments or capital - documents for Shares, Premium Bonds, National Savings, ISA's and Tessa's, Unit Trusts, Income Bonds or other properties owned.

Other Income

- Student grant or loans - Letter from the Education Department
- Private Pension - Documents showing the payments received including any bonuses and tax paid. Bank statements are accepted if showing the Pension payments where no bonus or tax is paid.
- Child Care Costs - A letter from the registered child care provider, showing the number of weeks per year that child care is provided, the cost for each child and the Child minder's registration number.

Non-dependants

A non-defendant is a person over 18 years who is living in your household who is NOT your partner.

- The same documents as those required for you or your partner can be provided as proof of income, earnings or wages for a non-dependant.

If the non-dependant living with you is NOT receiving any income please let us know straight away.

Need to get information to us?

You can upload your evidence directly and securely to us using our Customer Contact form at www.wakefield.gov.uk/sendinfo.

Or you can post it to us at the address below, ensuring you include the correct postage. Please do **not** send valuable items such as a Passport or Driving Licence by post.

Alternatively, visit us at:

Wakefield One,
PO BOX 700,
Burton Street,
Wakefield,
WF1 2EB

Please note that we can only accept documents at Wakefield One during the following times:

Tuesday 2pm-4pm
Wednesday 8.30am-11.30am
Thursday 8.30am-4.00pm

If you are a Wakefield District Housing tenant you can visit your local Service Access Point with your documents.