

Translation

If you require this document in a different language, please tick the appropriate box and return this form to us.

عربي **ARABIC** বাংলা **BENGLALI**

إذا أردت هذه الوثيقة بلغة أخرى فالرجاء
وضد - - - - - المربع أعلاه وإعادة هذه
الورقة إلينا.

যদি আপনি এই ডকুমেন্ট অনুবাদ আকারে পেতে চান,
তাহলে দয়া করে উপরের বাহুরে টিক দিন এবং এই ফর্মটি
আমাদের নিকট ফেরৎ পাঠান।

中文 (繁體字) **CANTONESE** فارس **FARSI**

如果你希望我們把本文件翻譯成上述文字，
請在方框中打勾，然後將本表格寄回給我們。

اگر مایل هستید که این مطلب ترجمه شود،
لطفاً در مقابل باکس علامت بزنید و بر این
برگردانید.

ગુજરાતી **GUJARATI** हिन्दी **HINDI**

श्री तमने आ दस्तावेजनी तर्जुमी (प्र-सलेशन)
श्रीतुती होय तो, कृपा करी उपर ओकसमी
निशानी करी अने आ होम अमने रवाना करो.

इस दस्तावेज का अनुवाद यदि आपको चाहिए
तो उपर बने खाने में टिक का निशान लगा कर
कृपया यह फार्म वापिस हमें भेजें।

كوردی **KURDISH** 中文 (简体字) **MANDARIN**

ئەگەر تەوێنەت کە ئەم بەلگەنامەیت بۆ تەرجومە بکەیت،
تەنیا ئێشکارەتێک لەناو ئەو بۆشاییەیی سەرەویدا دا بنێ و
ئەم فۆرمەشمان بۆ بنێرەو.

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Polski **POLISH** Português **PORTUGUESE**

Jeżeli chcesz przetłumaczyć ten dokument,
zaznacz opcje powyżej i zwróć do nas ten
formularz.

Se desejar uma tradução deste documento,
queira assinalar o caixilho mais acima e
devolver-nos este impresso.

ਪੰਜਾਬੀ **PUNJABI** Русский **RUSSIAN**

ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਤਰਜਮਾ ਪੰਜਾਬੀ ਵਿਚ
ਕਰਵਾਉਣਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਉੱਪਰ ਵਾਲੇ ਭੱਚੇ
ਵਿਚ ਸਹੀ ਦਾ ਨਿਸ਼ਾਨ ਲਾ ਕੇ ਇਹ ਫਾਰਮ ਸਾਨੂੰ ਵਾਪਸ ਭੇਜ
ਦਿਓ।

Если вы хотите получить перевод этого
документа, поставьте выше галочку и
верните нам формуляр.

Soomaali **SOMALI** Türkçe **TURKISH**

Haddii aad jeceshahay in dokumentigaan
laguu turjimo fadlan calaamad saar
sanduuga kor ku xusan kadibna foomkaan
inoo soo celi.

Bu belgenin Türkçe'ye çevrilmesini
istiyorsanız, lütfen yukarıdaki kutuyu
işaretledikten sonra bu formu bize gönderin.

اردو **URDU** Tiếng Việt **VIETNAMESE**

اس دستاویز کا ترجمہ اگر آپ کو درکار ہو تو اوپر سینے خانے
میں تیکس کا نشان لگا کر برائے مہربانی یہ فارم واپس ہمیں بھیجیے

Nếu bạn muốn tài liệu này được chuyển
dịch sang tiếng Việt, xin đánh dấu vào ô
trên và chuyển bản khai này cho chúng tôi

Contact Us

If you require further information about this leaflet, please contact us by letter, email telephone or visit our website.

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This leaflet is available in other languages, braille or large print on request.

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HOUSING benefit evidence



Spectrum
western challenge

If you are applying for housing benefit the amount and type of information you need to provide can be confusing. Under a new system designed to reduce fraud you now have to supply more evidence of who you are, where you live, your income and any savings you may have. The following is intended to give you an idea of what type of evidence is required and what documents are acceptable when making a claim for housing benefit.

All documents used for evidence must be original. Copies will not be accepted.

Tell the housing benefit department immediately of any evidence that may be delayed or might be a problem. if you don't have the evidence requested, ask them what alternatives you can provide instead.

What can I use to prove who I am?

You should always supply your National Insurance Number using any of the following:

- P45 or P60
- tax credit notification
- national insurance card
- benefit or pension letter (not child benefit)
- passport
- driving licence
- birth certificate
- utility bills
- marriage certificate

What can I use to prove where I live?

- tenancy agreement
- rent book
- letter from landlord

I am working, what evidence do I need to supply?

If you are working you need to supply evidence of your income. The following are acceptable:

- wage slips for 5 weeks or two months
- a certificate of earnings signed by your employer
- a letter from your employer showing the same as a certificate of earnings
- if you receive working family tax credit you should provide your notification letter.

I receive other benefits, do I need to supply evidence of these?

Yes, you have to supply evidence of any other benefits you receive by providing one or more of the following:

- letters you have telling you what benefits you get and how much
- your benefit book
- your benefit payment card
- your bank statements if payments are made straight to your bank account

What if I have other sources of income?

If you receive any other income, other than wages or benefits, you also have to supply evidence of these amounts received. Evidence may include:

- payment slips
- your bank statements, if money is paid to your bank account
- award notifications
- award notices from the Court
- a letter from an ex-partner / absent parent, who is paying maintenance
- child maintenance should be declared

I have got some capital, do I need to tell the Housing Benefit Department?

You do have to advise the Housing Benefit Department of any capital you may have, for example, savings in a bank account, National Savings Certificates, Premium Bonds, and you should provide evidence of these. If you have less than £6,000 ask the Housing Benefit Department if you have to provide evidence of these.

- your bank / building society statements for at least two months
- National Savings Certificates
- Premium Bonds
- PEP's
- ISA's
- TESSA's

I have no income at present, what do I need to tell the Housing Benefit Department?

If you currently have no income, perhaps because your benefit has been stopped, or you are waiting to hear about a claim, then you need to tell the Housing Benefit Department how you are meeting your daily living expenses. You can do this by signing a statement telling them how you are paying for such things as food, heating etc. You might be using what it left from:

- your last wage slip
- your last benefit payment(s)
- any savings left in bank or building society accounts
- help from friends or relatives
- charity payments or help in kind

It is very important when you apply for housing benefit that you supply all information requested of you, otherwise it will cause a delay or prevent your claim being processed at all. This means you will have to pay rent in full yourself.