

If you are making a claim for Universal Credit, use this checklist to work out what items you might be asked to provide.

ID (at least 1)



- Photo driving licence
- Passport
- National Insurance number
- Residence permit or card
- Immigration status document
- Registration or naturalisation certificate

ID (at least 2)



- Birth certificate
- NHS medical card
- Council tax statement
- Recent bank or building society statement
- Bank card

- Council rent card
- Marriage or civil partnership certificate
- Tenancy agreement

Proof of rent



- Tenancy agreement
- Rent book
- Letter from landlord

Proof of earnings if working (unless DWP receive this directly from HMRC)



- Last 5 pay slips if paid weekly
- Last 3 pay slips if paid monthly

Proof of earnings if self-employed



- Latest accounts
- Latest personal/business bank statements
- Latest tax assessment
- Proof of estimated earnings if you have been self-employed for less than a year

Proof of savings



- Last 3 months' bank statements for each account you hold
- Savings book
- Savings certificates
- Share dividend statements

- Information about any savings or investments that your children have.

Proof of benefits/tax credits



- Benefit book (don't send this by post)
- Award letter and bank statement if you get paid into your bank account.

Proof of any other income



- Latest pension statement
- Proof of any maintenance
- Grant / bursary award letter.

Last updated March 2019

Information contained in this checklist is correct at the time of publication. Please check details before use.

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