

# ITEMS TO SUPPORT YOUR HOUSING BENEFIT CLAIM



If you are making a claim for housing benefit, use this checklist to work out what items you need to provide.

## ID (AT LEAST 2)

- Birth certificate
- Driving licence
- National insurance number card Passport
- Bank or credit card
- Medical card
- Benefit payment book Marriage certificate
- Wage slip
- EEC identity card
- Recent gas or electricity bill

## PROOF OF ADDRESS (AT LEAST 1)

- Recent gas or electricity bill
- Tenancy agreement

## PROOF OF RENT

- Tenancy agreement
- Rent book
- Letter from landlord

## PROOF OF EARNINGS IF WORKING

- Last 5 pay slips if paid weekly
- Last 3 pay slips if paid monthly
- If you cannot provide pay slips, get your employer to complete the section at the back of the claim form.

## PROOF OF EARNINGS IF SELF-EMPLOYED (ALL)

- 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 (1)

- 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 Feb 2022**

Information contained in this checklist is correct at the time of publication. Please check details before use. Shelter Cymru is a registered charity No. 515902

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For urgent advice call: 08000 495 495