

Local Welfare Provision – examples of evidence

Type of Evidence	Notes
ID	We need to see evidence for each adult member of the household. Acceptable evidence includes, passport, photo ID driving licence, National Insurance card, birth or marriage certificates, immigration papers.
NI Number	Proof of NI number. Such evidence as wage slip, benefit letter, National Insurance number card or letter from Her Majesty's Revenues & Customs.
Capital Savings and Investments	Evidence of all bank accounts, savings accounts, post office and building society accounts. All other forms of capital such as bonds, ISA's, stocks and shares. You will need to provide up to date statements.
Earnings	You will need to provide last 5 payslips if you are paid weekly, 3 if paid fortnightly or the last two months if you are paid monthly. If you don't have these we will need to ask you to get your employer to complete a form. If you are self-employed please complete a Self Employed Earnings Information form. If you are a director, please provide your latest Director's Report.
Other Income	Such as pensions from a former employer, amount of child maintenance or money from boarders. We will need to see evidence such as payments going in to accounts, court letters.
Benefits	Award letters from Jobcentre Plus, Her Majesty's Revenue & Custom, Department for Works and Pensions or Pension Centre stating how much you receive.
Rent/mortgage details	Evidence of tenancy agreement and proof that rent is paid. Proof of your mortgage payment.
Other money paid out	Examples would be receipts from registered child carers, Private Pension contributions (not paid through an employer), debt repayments, utility costs, county court judgements, credit card bills etc.
Evidence of residency	For all occupants. This could include proof of Child Benefit or other welfare benefits, wage slips, utility bills or bank statements where the address you are claiming from is stated.
Evidence of liability for utility key meter	Where a request for financial assistance towards the cost of utility bills is asked for, the key meter card/key should be provided, confirming the applicant as the registered owner.
Evidence of no access to other resources	Examples would be if you have been refused a Short Term Benefit Advance or Budgeting Loan by the Department of Work and Pensions – your refusal letter confirming the decision
NOTE	Please note that if you are already in receipt of Housing Benefit or Council Tax Reduction with Wokingham Borough Council you may not have to provide any or some of the above, we should be able to use our existing records. However, if there is anything further we need to make our decision on your Local Welfare provision application, we will let you know and we may not be able to make a decision until it is provided.