

Local Welfare Provision Evidence List

If you are already in receipt of Housing Benefit or Council Tax Reduction with Wokingham Borough Council, you may not have to provide all of the evidence listed. We will ask you to provide additional information if applicable.

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 certificate or immigration papers
National Insurance No.	Proof of NI number. Evidence includes wage slip, benefit award letter, National Insurance Number card or letter
Capital Savings & investments	Evidence of all bank accounts, saving accounts, post office and building society accounts. All other forms of capital such as bonds, ISA's, stocks & shares. You will be required to provide up to date statements in all cases
Earnings	You will need to provide the last 5 payslips if you are paid weekly, 3 payslips if paid fortnightly or 2 payslips if paid monthly
Other income	Proof of pension, child maintenance or money from boarders
Benefits	Copy of recent award letters from the DWP. Copy of latest UC award showing all deductions, earnings, and total award paid
Rent/mortgage details	Evidence of tenancy agreement and proof rent is paid. Proof of mortgage payments
Other money paid out	Evidence could include receipts from registered child carers, debt repayments, credit card debts, county court judgements etc
Evidence of liability for utility key meter	Where a request for financial assistance towards the cost of utility bills is asked for, the ley meter card/key should be provided as evidence, confirming the applicant as the registered owner
Evidence of no access to other resources	Proof you have been refused a short-term benefit advance or budgeting loan by the DWP. For example, the refusal letter confirming the decision