

Evidence Checklist 2024/2025

Employed? Please provide one of the following:

Evidence	Accepted	NOT Accepted
P60	Dated 2023/2024	Any previous year
3 Months Wage Slips or 12 Weeks Wage Slips	3 recent and consecutive monthly wage slips or 12 recent and consecutive weekly wage slips	Any wage slips older than 3 months
Universal Credit	Last 3 months statements	Screenshots and not older than 3 months
Self Employed	SA302 Form showing previous years income	Any previous year or partial documents with only some pages

Unemployed? Please provide one of the following:

Evidence	Accepted	NOT Accepted
Working/Child Tax Credit	Tax Credit Award Notice or Amended Tax Award Letter for 2024/2025 or showing income 2023/2024	Previous year, Provisional Tax Award letter or Annual Review
Job Seekers Allowance	Letter showing JSA payment dated within the last 6 months and a breakdown of payments	Letter dated over 6 months
Income Support	Letter showing Income Support payment dated within the last 6 months and a breakdown of payments	Letter dated over 6 months
Universal Credit	3 most recent and consecutive Universal Credit Award Notices/Statements	Screenshots and not older than 3 months
Employment Support Allowance	Letter showing ESA payment dated within the last 6 months and a breakdown of payments.	Letter dated over 6 months
Housing/Council Tax Benefit	Award letter from the Local Council or Issuing Authority	Previous years
Pension Tax Credit	Letter dated within the last 6 months	Previous years
Immigration or Asylum Support	Biometric ID or residence permit (card must be dated over 6 months from date of issue) Section 95 Home Office letter proving 6+ months residency	BAIL 201 letter from the Home Office or Aspen Card on it's own