



**Benefit Checks and Form Filling
Required Paperwork.**

| BENEFIT | AA | CA | CTR | DLA | ESA | HB | IS | JSA | PC | PIP | TC |
|---|----|----|-----|-----|-----|----|----|-----|----|-----|----|
| NI Number | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Bank Details | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Job Details & job Income | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | | | ✓ |
| Partners job details & income | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | | | ✓ |
| 5 year Address history | | | ✓ | | | ✓ | | | | | |
| All savings details | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| All property details | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Children's details | | | | | | ✓ | | | | | ✓ |
| Name of tenants sharing | | | | | | ✓ | | | | | |
| Landlord information | | | | | | ✓ | | | | | |
| Tenancy agreement | | | | | | ✓ | | | | | |
| Family members living with you & their weekly income | | | | | | ✓ | | | | | |
| Income from lodgers, shared tenants etc | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Nursery & fees | | | | | | ✓ | | | | | ✓ |
| Other income | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Private & state pension | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Amount of rent | | | | | | ✓ | | | | | |
| Service charges for property | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ |
| Council tax band | | | | | | ✓ | | | | | |
| Details of person cared for | | ✓ | | | | | | | | | |
| Other benefits received & amounts. | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Contact details for all medical people involved in your treatment and any current letters, reports & tests. | ✓ | | | ✓ | ✓ | | | | | ✓ | |
| Prescription list & other medicines | ✓ | | | ✓ | ✓ | | | | | ✓ | |
| Any medical reports you wish to enclose.(for APPEALS) | ✓ | | | ✓ | | | | | | ✓ | |

Key

AA Attendance Allowance

CA Carers Allowance

CTR Council Tax Credits

DLA Disability Living Allowance

ESA Employee Support Allowance

HB Housing Benefit

IS Income Support

JSA Job Seekers Allowance

PC Pension Credit

PIP Personal Independence Payment

TC Tax credit