



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

BENEFIT	AA	CA	CTS	ESA	HB	IS	JSA	PC	PIP	TC	UC
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 & Child Care 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       | JSA | Job Seekers Allowance          |
| CA  | Carers Allowance           | PC  | Pension Credit                 |
| CTS | Council Tax Support        | PIP | Personal Independence Payment  |
| ESA | Employee Support Allowance | TC  | Tax credit                     |
| HB  | Housing Benefit            | UC  | Universal Credit ** (see note) |
| IS  | Income Support             |     |                                |

\*\* (New benefit covering IS, Income based JSA, Income based ESA, HB, Child Tax Credit & TC. All NEW claims from 6<sup>th</sup> December 2017)