

Evidence for a change in circumstances

Change in capital

If you are reporting a change in capital, and you and your partner have less than £6,000 total capital, we do not need you to provide proof, but you must have listed all your capital and told us the value of each. If you have more than £6,000 we will need to see proof such as consecutive bank statements covering the last 2 months for all accounts held. For all other investments and capital, provide certificates or other documentation. If you have an interest in another property, please provide details of the property and evidence that it is up for sale

Change in income - for you or your partner

The following information is required to reassess your claim. If you are reporting a change in earnings and are paid weekly you must send us your most recent 5 wage slips; if you are paid fortnightly you must send us your most recent 3 wage slips; if you are paid monthly you must send us your most recent 2 wage slips. All wage slips must be consecutive.

Change in any other income

If you are reporting a change in any other income, you will need to provide evidence of the income that you or your partner receives, such as Child Benefit award letters, pension slips from former employer, DWP benefit award letters, tax credit award notices, student grant or loan award letters, proof of maintenance payments

Self Employed

If you are reporting a change in self-employed earnings then you must send us the latest set of self-employed accounts. For recent self-employment, a projection of expected earnings, or a summary of trading so far.

Change in income for people who live with you

If you are reporting a change in their earnings and are paid weekly you must send us their most recent 5 wage slips; if they are paid fortnightly you must send us their most recent 3 wage slips; if you are paid monthly you must send us their most recent 2 wage slips.

All wage slips must be consecutive.

If you are reporting a change in any other income, you will need to provide original documents as evidence of the income that either you, your partner or anyone aged 18 or over receives, such as Child Benefit award letters, pension slips from former employer, benefit award letters, tax credit award notices, student grant or loan award letters, proof of maintenance payments.

A partner or non-dependant is moving in with you

If you are reporting a partner moving in we need to see proof of their National Insurance number, such as National Insurance number card, payslip from their current employer, letter from the Department for Work & Pensions (DWP) or Her Majesty's Revenue & Customs (HMRC), P45, P60.

In addition, we need to see proof of their identity, such as birth certificate, marriage certificate, passport, medical card, driving licence, UK residence permit, EEC identity card.

For earnings if your partner or a non-dependant (a person who lives with you aged 18 or over) is paid weekly you must send us the most recent 5 wage slips; if your partner or non-dependant is paid fortnightly you must send us the most recent 3 wage slips; if your partner or non-dependant is paid monthly you must send us the most recent 2 wage slips.

All wage slips must be consecutive.

For capital, if your partner have less than £6,000 total capital, we do not need you to provide proof, but you must have listed all the capital and told us the value of each. If you have more than £6,000 we will need to see proof such as statements covering the last 2 months for all accounts held. For all other investments and capital, provide certificates or other documentation.

Change in rent payments or change of address

If you are reporting a change in rent, or a change of address, then we need to see a current tenancy agreement showing the full name and address of your landlord, tenancy start date, the amount of rent charged and a breakdown of any services included in the rent. Alternatively, an up to date rent book