

## Part 14 - Checklist

### Evidence of earnings

Please provide:

The last 5 weekly, last 3 fortnightly or your last 2 monthly payslips for you, your partner and any non-dependants who work. If the payslips are not available please ask your employer to complete the Certificate of Earnings form attached to this form. If you, your partner or any non-dependants are self-employed, we need to see the business accounts for the last financial year or, if the business has been trading for less than 6 months, a summary of trading so far.

### Evidence of Tax Credits

Please provide the latest/current award letters from the Inland Revenue.

### Evidence for Students

Please provide a student exemption certificate from the College or University.

### Evidence of Bank Accounts and Savings

For each account, please provide:

- The last two month's statements for all bank and savings accounts
- A letter from the bank describing the type of account, the current balance, any transactions in the last two months, and the account number
- Evidence of other Income such as pension slips from a former employer or money received for board and lodgings.

The above is a list of documents you must supply so that your claim for Housing/Council Tax Support can be processed.

You must provide these documents, together with this form, **within one calendar month**.

### What to do next

Please make sure that you have signed this form. If you can, send all the evidence we ask for with this form. If you can't get all the proof we need straightaway, don't worry. You can still send the claim sheet with any proof you have now, but tell us that you will be sending the missing proof later. If you do not send in the claim sheet straight away, you might lose money. You must send the rest of the proof within one calendar month. If you don't do this we will close your claim and you will have to start again.

Put your full name and address on any evidence you send us later.

Send the form and evidence to:

Enfield Council  
PO Box 63  
Silver Street  
Enfield  
EN1 3XW  
E-mail: [revs@enfield.gov.uk](mailto:revs@enfield.gov.uk)  
Phone: 0208 379 3798

Or, you may call at the following offices from Monday to Friday, between 9am and 4pm.

Main Revenue Information Office  
John Wilkes House  
79 High Street  
Ponders End  
Enfield  
EN3 4EN