

EVIDENCE OF INCOME AND CAPITAL CHECKLIST

If you are applying for Legal Aid you need to provide proof of your capital and income. Below details what evidence is accepted, please provide everything that applies to you.

If you have a partner you will also need to provide details with relation to their income.

INCOME

EMPLOYED (PAYE) INCOME:

Wage Slips—if paid weekly x last 4 slips, fortnightly x last 2 slips, monthly or every four weeks x last slip.

SELF EMPLOYED INCOME:

Recent Bank Statements—to show last months income, you will need to highlight your personal drawings over the period of calculation.

Complete financial accounts—we can use a spreadsheet detailing income and expenditure.

Self Assessment Tax Return—if this is provided we can make an estimated tax deduction based on what you paid from the last financial year. We would need form SA302.

Cash Book

BENEFITS IN KIND:

P11D tax form (benefits of kind)

OTHER INCOME:

Private / Occupational Pension Documents

Evidence of Rental Income—bank statement or tenancy agreement

Trust Income—bank statement or letter from trustees

Letter from friend / family providing support

Student grant / loan letter

Other: _____

(eg. Bank statements)

For pensions and any other income that is subject to income tax, evidence must show the GROSS amount before tax is deducted.

STATE BENEFITS:

Bank Statements—name and type of benefit e.g. **Income-based** Jobseekers Allowance must be specified on the statement or additional evidence will be required e.g. notification letter

Original notification letter is best dated if dated in the last 6 months. Usually the information we require is on the last page so please bring the full letter.

Latest letter advising change in benefit amount. Again, please bring full letter in this instance.

Letter from paying agency e.g. Department for Work or Pensions, Jobcentre Plus, Pension Service, confirming receipt of the benefit at the date of application.

Letters must specify name and type of benefit. Letters over 6 months old must be supported by a recent bank statement.

NASS SUPPORT:

Letter from NASS of Local Authority that the individual is in receipt of support.

Letter must be less than 6 months old.

TAX CREDITS:

Tax Credit Award Notice (most recent). Please where possible provide the page with the weekly / monthly calculations.

Other recent HMRC letter confirming amount received.

Letter must be less than 6 months old.

Most recent bank statement indicating tax credit payments. Must be either the current month or the month prior to assessment.

EXPENDITURE

INCOME TAX AND NATIONAL INSURANCE:

Wage Slips (employees P.A.Y.E.)

Tax calculation sheet form SA302 (self-employed)

HOUSING COSTS:

Rent book / tenancy agreement

Mortgage statement

Bank statement

CHILD CARE COST (in excess of £600 per month):

Copy of agreement / contract

Bank statement

MAINTENANCE:

Receipts

Bank statement

Copy of Maintenance Order

CAPITAL

Bank Statement

Share Certificate

National savings certificate / passbook

Premium Savings Bonds or Bond Record (summary)

Other:
