

Universal Credit Checklist

Here's our Universal Credit checklist to help you make a claim.

It is important that you have as much information as possible to hand when making a claim for Universal Credit.

- Your email address and telephone number.
- Your National Insurance Number, if you do not have your National Insurance card, you may be able to find this on a payslip, letter from HMRC or a letter from the DWP.
- Proof of your identity, such as your passport, driving licence or EEA national identity card. If you don't have photo ID, please inform the Job Centre.
- Proof of your address, including post code, such as an official letter from a bank or utility bill.
- Details of your bank, building society or credit union account, including its name, sort code and account number. If you don't have an account, you will need to open one.
- The type of accommodation you live in, for example, housing association tenancy and a copy of your tenancy agreement.
- Your landlord's name and address.
- How much you pay in weekly rent.
- If applicable, how many 'rent free weeks' you receive.
- If you are employed, details of how much you earn from work.
- Details of any income that's not from work, for example from a pension or child maintenance payments.
- Details of any savings you have.
- Details of any other benefits you are receiving.