



Evidence Examples For
Bursary Application.

Income Based Job Seekers Allowance

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

Please note there are two different types of Job Seekers Allowance and **only** the Income Based version of Job Seekers Allowance qualifies for support.

For parents/carers in receipt of Income Based Job Seekers Allowance we will need to see a letter, that is no more than one month old, from the benefits agency confirming receipt of the benefit. If you do not currently have a letter you will need to ask your benefit agency to provide one for you.

Mr. John Smith
101 Long Drive
Leeds
LS6 2QD



Department for
Work and Pensions

Watford Centre Benefit Post
Handling Site B
Wolverhampton WV99 1RH

www.gov.uk

Telephone: 0345/0845 608
6545
Text phone: 0845 608 8551
Date: 10/03/2019

If you get in touch with us, tell
us this reference number
JK 54 46 63 D

Dear Mr. John Smith,

Thank you for your request for information.

The details are as follows: -

You were awarded Jobseekers Award Income Based

Claim start date: 02/11/2018

Claim termination date: N/A – Ongoing claim
At weekly rate of £73.10

Second claim start date –
Second claim termination date –
At a weekly rate of –

Paid up to 05/03/2019 – Ongoing

Any other information: None

For any further enquiries please contact us on the above number.

A handwritten signature in black ink, appearing to read "Jane Jones".

Jane Jones.

Income Based Employment and Support Allowance

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

Please note there are two different types of Employment and Support Allowance and **only** the Income Based version of Employment and Support Allowance qualifies for support.

For parents/carers in receipt of Income Based Employment and Support Allowance we will need to see a letter, that is no more than one month old, from the benefits agency confirming receipt of the benefit. If you do not currently have a letter you will need to ask your benefit agency to provide one for you.



Department
for Work &
Pensions

ESA Bury St Edmunds Post
Handling Site B
Wolverhampton WV99 2GE

www.gov.uk

Telephone: 0800 169 0310
Text phone: 0800 169 0314
Date: [REDACTED]

If you get in touch with us, tell
us this reference number:
[REDACTED]

Dear [REDACTED]

Thank you for your request for information.

The details are as follows:-

You were awarded Employment Support Allowance Income Related

Claim start date [REDACTED]

At a weekly rate of £ [REDACTED]

Paid up to: [REDACTED]

Any other information: Customer is in the Support Group and claim is live
and ongoing

For any further enquiries please contact us on the above number.


Yours Sincerely
Office Manager

Part of the Department for Work and Pensions

The guaranteed element of State Pension Credit

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

For parents/carers in receipt of Pension Credit we will need to see a letter, that is no more than one month old, from the benefits agency confirming receipt of the benefit. If you do not currently have a letter you will need to ask your benefit agency to provide one for you.



The Pension Service
Part of the Department for Work and Pensions

Our address: Retirement Pension Forecasting Team
The Pension Service
Whitley Road
Newcastle upon Tyne
NE98 1BA

Phone: 0845 3000 168

Opening hours: Monday to Friday 8am to 8pm
Saturday 8am to 1pm

Textphone: 0845 3000 169

Website: www.thepensionservice.gov.uk

Date: 2004

Dear

Have you thought about how much money you will have when you retire?

We are writing to you about the State Pension you may get when you reach State Pension age. It is important for you, as women often have less money in retirement because women are more likely to have years when they do not pay into a pension because of caring for someone (or looking after children).

The State Pension will give you a start. However, the style of life you want, you might need to think about saving some money for longer or retiring later. And remember, it is never too late to plan for your retirement.

Your State Pension forecast

If you retire at State Pension age, we estimate your total State Pension will be £0.00 a week at today's prices. This figure includes:

Basic State Pension	£00.00
Additional State Pension	£00.00

Income Support

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

For parents/carers in receipt of Income Support we will need to see a letter, that is no more than one month old, from the benefits agency confirming receipt of the benefit. If you do not currently have a letter you will need to ask your benefit agency to provide one for you.

Website: www.jobcentreplus.gov.uk

If you get in touch
with us, tell us this
reference number

Our address

Leicester Benefit Centre
Post Handling Site B
Wolverhampton
WV99 1DL

Our phone number 0800 1690310

If you have a
textphone 0800 1690314

Date 22 February 2022

Dear Miss

About your Income Support

From April the rates of some benefits may change.

From 6 April 2022 you will get £42.70 a week.
This is because there will be a change to your Income Support rates.

The way this has been worked out is shown on the page called **How your Income Support was worked out.**

From 13 April 2022 your Income Support will change again to £46.15 a week.
This is because there will be a change to your Income Support rates.

But from 1 June 2022, we will continue to pay your £46.15 a week Income Support.

How to get your money

We will pay your Income Support into the account that you have told us you wish to use. The money will be in the account requested every fortnight by the day Income Support is due.

What should I do if my circumstances change?

If your circumstances change, it may affect the amount of benefit you get. You must tell us about any changes in your circumstances.

Yours sincerely


Ged Perry
Manager

Universal Credit

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

No screenshots accepted.

For parents/carers in receipt of Universal Credit we will need to see the three most recent Universal Credit monthly statements; these can be accessed via the online portal. Please make sure you send the full document for each month. These can be downloaded directly from the GOV.UK website as a document file.



Universal Credit Oxana Plesca : [Sign out](#)

Payments

Assessment period: 14 July to 13 August 2021
[Need help understanding your assessment period?](#)

Your payment this month is

£869

This will be paid by 8pm on 20 August 2021

What you're entitled to

Standard allowance You get a standard amount each month. You said you're single	£411.51
You have been getting an extra £86.67 each month since 20 December 2020. This is a temporary increase because of the coronavirus (COVID-19) pandemic.	
Children You get support for 2 children	£519.58
Total entitlement before deductions	£931.09

What we take off (deductions)

Debts and loan repayments

<https://www.universal-credit.service.gov.uk/statement/jcfd16335-8109-4d74-883d-b70b0a2732d6>

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Tax Credits recovery

- £61.73

Read more information about Universal Credit payments, including who to contact on the GOV.UK website. Search for 'find out about money taken off your Universal Credit payments'.

Total deductions	- £61.73
Your total payment for this month is	£869.36

If your circumstances change

You must immediately [report changes in your circumstances](#) that could affect your Universal Credit payments.

Help and support

The '[Managing your claim guide](#)' gives more information about Universal Credit payments.

[If you think we've made a mistake or want to appeal](#)

[Other support you may be able to get](#)

<https://www.universal-credit.service.gov.uk/statement/jcfd16335-8109-4d74-883d-b70b0a2732d6>

07/09/2021, 09:57
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Tax Credit Awards Notice

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

Please note: The income on a Tax Credit Award Notice is calculated by the total of your Tax Credits and earned income combined.

For parents/carers in receipt of Tax Credits we will need to see the Tax Credit Award Notice (TCAN) for the period 06/04/2023 to 05/04/2024.

Important:

ALL 6 pages of the document must be provided

The student for whom the application is made must be named in the TCAN throughout the entire period of the TCAN. If your parents/carers have not notified HMRC that you are continuing into Further Education, they must do so immediately. We cannot process your application without this information

The TCAN must show your legal name (not your preferred or shortened name)

If the TCAN refers to receipt of another income-related benefit we need to see evidence of the stated benefit instead of the TCAN. If the Benefit is no longer being paid, your parent/carer will need to request an up to date TCAN.

HM Revenue & Customs

Helpline 0345 300 3900
Textphone 0345 300 3909

For our opening hours go to www.gov.uk/contact-hmrc

TCO PRESTON 6
Tax Credit Office
HM Revenue and Customs
BX9 1ER

Issue Date 23 September 2021

Amended tax credits award for 06/04/2021 to 05/04/2022

National Insurance number [REDACTED]
National Insurance number [REDACTED]

Summary

Tax credit for the period - see Part 2

Working Tax Credit	£4952.72
Child Tax Credit	£6241.50

Amounts still to be paid to you for the period shown above - see Part 3

[REDACTED]	£2751.49
[REDACTED]	£3710.70

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

Part 1 shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

Part 2 is for information. It shows how we calculate your tax credits.

Part 3 gives details about any payments we will make for the period shown above.

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you. For more information go to www.gov.uk/hmrc/your-charter

Why we are writing to you

There has been a change affecting the children or young people included in your award.

What to do now

Please check the details on this award notice and tell us if anything is wrong, missing or incomplete. It's important you tell us about changes to your circumstances when they happen otherwise you could be overpaid and may have to pay money back. See the enclosed notes for more information.

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Payslip

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

3 Most Recent Months Payslips needed or 3 most recent Weekly Payslips needed.

If you do not have one, need to request from HR of Company, as they should provide one.

EMPLOYEE No.
01

EMPLOYEE NAME
Mr ABC XYZ

PROCESS DATE
30-Apr-2016

NATIONAL INSURANCE No.
SC 56 52 10 C

PAYMENTS	UNITS	RATE	AMOUNT	DEDUCTIONS	AMOUNT
Basic Pay			1,000.00	Income Tax	16.40
Total Payments			1,000.00	National Insurance	39.36
				Total Deductions	55.76

Mr ABC XYZ
123 London Road
London
E1W 2XY

THIS PERIOD

YEAR TO DATE

Total Payments
Total Deductions

1,000.00
55.76

Taxable Gross Pay
Income Tax
Employee NIC
Employer NIC

1,000.00
16.40
39.36
44.71

Test Company

Tax Code: 1100L NI table: A Dept: Default Tax Period: Apr-2016 Payment Method: BACS

NET PAY

944.24

RE-ORDER REF: RS32

EMPLOYER
PERFECT PAYROLL LTD

PAY ADVICE

Payments				Deductions			
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
Basic Pay			5,000.00	Income Tax	957.80	Earnings for NI	5,000.00
Total Payments			5,000.00	National Insurance	421.66	Gross for Tax	5,000.00
				Pension	100.00	Total Gross Pay	5,000.00
				Total Deductions	1,479.46		
						Year to Date	
						Taxable Gross Pay	15,000.00
						Income Tax	2,873.80
						Employee NIC	1,264.98
						Employer NIC	1,766.94
						NI Number PX 12 34 56 D (A)	

PERIOD	DATE	DEPT	PAY TYPE	TAX CODE	E'EE No	EMPLOYEE NAME	NET PAY
Mt 3	30-Jun-2020		Monthly	1250L	001	Dwayne Johnson	3,520.54

Example

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

This needs to be dated for the recent year.

Do not destroy

Do not destroy

Self Employed

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

Must provide Self Assessment Form (SA302) and Accountant Statement.

Client Name			
HMRC Tax Calculation Summary - SA302			
UTR: Client UTR Number NINO: Client National Insurance Number			
Calculation Result for 2020-21			
Name: Client Name			
Income received (before tax taken off)			
Profit from self-employment	£22,500.00		
Interest from UK banks	£0.00		
Dividends from UK companies	£2,000.00		
UK pensions and state benefits	£0.00		
Total income received	£24,500.00		
minus			
Personal Allowance	£12,500.00		
Total	£12,500.00		
Total income on which tax is due	£12,000.00		
How I have worked out your Income Tax			
Pay, pensions, profit etc. (UK rate for England and Northern Ireland)			
Basic rate	£10,000.00 x 20% =	£2,000.00	
Dividends from companies etc.			
Basic rate band at nil rate	£2,000.00 x 0% =	£0	
Total income on which tax has been charged	£12,000.00		
Income Tax charged after allowances and reliefs		£2,000.00	
minus Tax deducted			
From all employments, UK pensions and state benefits	£2,000.00		
Total tax deducted	£2,000.00		
Total Income Tax due		£0.00	

HM Revenue & Customs

Tax Return 2018-19

Tax year 6 April 2018 to 5 April 2019

Self Assessment - Tax Calculation (SA302)

Mrs ANNE APPLICANTE

Unique Tax Reference(UTR): 1234567890

Date: 30/01/2020

Income received (before tax taken off)

Pay from all employments	10,800.00	
Profit from UK land and property	67,007.00	
Dividends from UK companies	20,000.00	
Total income received		97,807.00
minus Personal allowance		11,850.00
Total income on which tax is due		85,957.00

How I have worked out your Income Tax

Pay, pensions, profit etc. (UK rate for England, Wales and Northern Ireland)

Starter rate	0.00	@ 19% =	0.00
Basic rate	34,500.00	@ 20% =	6,900.00
Higher rate	31,457.00	@ 40% =	12,582.80

Dividends from companies etc.

Basic rate	0.00	@ 7.5% =	0.00
Higher rate band at nil rate	2,000.00	@ 0% =	0.00
Higher rate	18,000.00	@ 32.5% =	5,850.00

Total income on which tax has been charged

85,957.00

Income Tax due

25,332.80

Your first payment on account for 2019-20

2,000.00

Your total payment due by 31 January 2020

27,332.80

Payments on account for 2019-20 - Due by 31 July 2020

2,000.00

Income Statement			Logo
	2022	2021	
TURNOVER	£345 000.00		
Cost of sales	£275 000.00		
GROSS PROFIT (OR LOSS)	£70 000.00		
Expenses			
Distribution costs	£20 000.00		
Administrative expenses	£30 000.00		
Other income			
Other operating income	£2 000.00		
Income from shares in group undertakings	10.00		
Income from participating interests	£7.50		
Income from other fixed asset investments	£1.00		
Other interest receivable and similar income	£0.00		
Amounts written off investments	£0.00		
Operating profit before interest and taxation*	£22 000.00		
Interest payable and similar expenses	£7 500.00		
Profit and loss before taxation	£14 500.00		
Tax on profit or loss	£2 900.00		
Profit or loss after taxation	£11 600.00		
Other taxes not shown above	£0.00		
PROFIT (OR LOSS) FOR THE FINANCIAL YEAR	£11 600.00		