

## Applying for Universal Credit - checklist

Before you apply for Universal Credit, you'll need to gather some information together.

This will help make sure you only have to do the application once, and let you to get Universal Credit as quickly as possible if you're eligible.

Don't start your application until you have these details for you and your partner:

- your National Insurance number (call 0800 141 2075 if you do not have this)
- proof of identity (for example a valid passport, driving license, debit/credit card)
- your postcode
- your bank, building society, credit union or Post Office card account details (call the Universal Credit Helpline on 0800 328 5644 if you do not have this)
- your email address (if you do not have one, we can arrange that for you)
- mobile number
- your type of accommodation (for example private rental, council tenancy or housing association tenancy)
- how much rent/mortgage you pay each month and if you have any rent-free weeks
- any service charges you pay
- your landlord or letting agent's address and phone number – whoever you pay rent to
- how much you earn from work (such as recent payslips, or accounts or receipts if you're self-employed)
- any income that's not from work (for example a pension or insurance plan)
- details of your health condition and medication/treatment/therapy you take, if any.
- An up-to-date fit note/off-sick note from your GP with a start and end date if you are unable to work due to health problems
- any savings or other capital you have (for example shares or property that you rent out)
- how much you pay for childcare (if you want to claim childcare costs)
- child benefit reference numbers (you can find these on letters to you about child benefit - they start with 'CHB')
- details of any other benefits you're getting
- details of any educational courses you take, if any

Get more advice from [www.citizensadvice.org.uk/benefits/universal-credit](http://www.citizensadvice.org.uk/benefits/universal-credit)