

Financial assessment form evidence checklist



This checklist helps you gather the necessary documents for your financial assessment. It is not part of the financial assessment

Make sure you have all the information you'll need

This includes details about:

- savings in bank accounts, building societies,
- ISAs or premium bonds
- stocks and shares you own
- property or land you own

Make a list of any disability-related expenses you have so you remember everything when you're asked about it.

What you need to provide

Use this checklist to make sure you have the correct documents before you start and to make sure you know what evidence we accept.

You only need to provide the documents related to your situation.

Bank, savings and investment accounts

Bank account	last 6 months' bank statements
Building society account	last 6 months' bank statements
Cash	no evidence needed
Income bond	if this bond has life assurance, we will need to see the bond confirmation letter
Individual savings accounts (ISA)	latest statement
Investment bond	if this bond has life assurance, we will need to see the bond confirmation letter
National savings account	statement
Other savings	latest statement or document
Personal injury awards	award letter
Post office savings	recent statement
Premium bonds	document stating the value
Shares	certificate or shares document

Benefits

Attendance allowance	award letter or a bank statement
Disability Living Allowance (DLA) - care component	award letter or a bank statement
Disability Living Allowance (DLA)	award letter or a bank statement
Personal Independence Payment (PIP)	award letter or a bank statement
Employment Support Allowance (ESA)	a decision letter from the DWP or a bank statement. You can find this figure on your bank statement with the reference 'your national insurance number followed by DWP EESA'
Income support	award letter or a bank statement
Job seekers allowance	award letter or a bank statement
Universal credit	award letter with a breakdown
Carers allowance	award letter or a bank statement
Incapacity benefit	award letter or a bank statement
Industrial injuries disablement benefit	award letter or a bank statement
Severe disablement allowance	award letter or a bank statement
Pension credit	award letter or a bank statement
Working tax credit	award letter or a bank statement
Child tax credit	award letter or a bank statement
Constant attendance allowance	award letter or a bank statement
Child benefit	award letter or a bank statement
Housing benefit	award letter or a bank statement

Other income

Annuity	a letter or bank statement
Other income, including rental income, maintenance payments, and spousal support	bank statements, rental agreements, or copy of agreement
Salary or earnings	payslip
Trust fund income	trust documentation

Pension

Occupational pension	either salary/payslip or bank statement
State retirement pension	bank statement
War disablement pension	a letter or a bank statement
War widows pension	a letter or a bank statement

Essential household expenses

Council Tax	Council Tax bill
Mortgage	bank statement or mortgage statement
Rent	copy of rental agreement
Ground rent	copy of rental agreement
Service charge	annual statement
Other essential expenditure	bank statement or agreement
Statutory debts	court order papers
Statutory order	court order papers

Disability-related expenses

Heating and electricity	gas and electricity bills for the last year
Community alarm system	bank statement or letter
Medical costs not covered by the NHS	8 weeks of receipts
Garden maintenance	4 weeks of receipts
Wheelchair, hoist, stair lift or power reclining chair or bed	invoice or receipt
Food or drink costs	4 weeks of receipts
Toiletry or cleaning costs	4 weeks of receipts
Clothing or shoes	6 months of receipts
services on your care plan that you pay for, like physiotherapy or podiatry	8 weeks of receipts
Laundry care, including specialist wash-ing powder	proof of purchase like receipts

Property

Documents showing the sale of any property in the last 7 years	solicitor's letter of completion
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Power of attorney or deputyship

The types of evidence they will need to show if they are a signatory include:	<ul style="list-style-type: none">• enduring power of attorney• lasting power of attorney• deputyship or receivership• power of attorney application
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