

## 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 help you to get Universal Credit as quickly as possible if you're eligible.

Fill in the blanks on this form to ensure you have the information you need to get started.

1) Your postcode \_\_\_\_\_

2) Your NI number \_\_\_\_\_

(you can find this on a payslip, letter from HMRC, or benefit award letter from DWP -call the helpline on 0300 200 3500 or textphone 0300 200 3519 if you can't find it)

3) Details of your bank, building society or credit union account

Name of Bank: \_\_\_\_\_

Account no: \_\_\_\_\_

Sort code: \_\_\_\_\_

(if you don't have a bank account, you'll need to open one or use simple payment:  
<https://www.gov.uk/simple-payment>)

4) The type of accommodation you have

- private rent
- private mortgage
- council tenant
- housing association tenant

5) How much rent you pay £ \_\_\_\_\_ per calendar month

(you can find this on your rent agreement; ask your landlord for a copy if you don't have one)

6) Your landlord's address and phone number

(again, you can find this on your rent agreement)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

7) Details of any savings you have and any other 'capital' investments, e.g. shares or property that you don't live in

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8) Details of any income that's not from work, e.g. from a pension or insurance policy

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9) Details of how much you earn from work, e.g. recent payslips

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10) Details of any other benefits you may be receiving. (which benefit and how much.

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