

Universal Credit – Making a Claim

Before you apply for Universal Credit you'll need to gather some information together. This will help you 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.

- your postcode
- your NI (National Insurance) number – call the HMRC helpline on 0300 200 3500 if you can't find it
- details of your bank, building society or credit union account and an account statement
- the type of accommodation you have, eg private rented or housing association tenant (eg Thirteen)
- a copy of your tenancy/rent agreement – ask your landlord for a copy if you don't have one
- your landlord's address and telephone number
- details of any savings or capital you have
- details of any income that's not from work, eg from a pension or insurance plan, welfare benefits
- details of how much you earn from work, eg recent payslips
- details of what other people in your household earn (pay and/or benefits)
- how much you pay for childcare (if you want to claim for childcare costs)
- child benefit reference numbers for any children you have if you get child benefit – phone the Child Benefit Office on 0300 200 3100 if you need help
- identity evidence (eg Passport, driving licence). You can verify your identity on-line or at the Job Centre

- remember to make a separate claim for Council Tax Support – It is not included in your Universal Credit claim

Factsheets available include:

- UC1 Universal Credit – Making a Claim
- UC2 Universal Credit – Support to make an on-line claim
- UC3 Universal Credit – Getting an e-mail address
- UC4 Universal Credit – Jargon Buster

Copies of Factsheets are available at:

- www.SWAN.org.uk
- Stockton Advice Service, Bath Lane, Stockton-on-Tees, TS18 2DS

For more information go to:

- www.gov.uk
- www.SWAN.org.uk
- www.stockton.gov.uk