



16 – 19 Further Education Bursary.

Evidence required – Please provide from the list shown below

- Payslips for the last 12 weeks
- A recent P60
- Tax Credit Award Notification – This needs to be for the current year. Please provide ALL pages.
- Universal Credit Notification – Screen shot of ALL pages.
- Benefit Letters – Please provide all pages.

Household Income evidence example

Wage Slip – Please provide the last 12 weeks proof of wages

Employee No.	Employee Name	Process Date	National Insurance Number				
007	Mr James Bond	31-Jan-12	PX 12 34 56 D				
Payments		Units	Rate	Amount	Deductions		Amount
Basic Pay				5,000.00	Income Tax		1,167.46
Total Payments				5,000.00	National Insurance		381.76
					Total Deductions		1,549.22
Mr James Bond 123 Bond Street London W1T 1SL				This Period		Year To Date	
				Total Payments	5,000.00	Taxable Gross Pay	50,000.00
				Total Deductions	1,549.22	Income Tax	11,673.46
						Employee NIC	3,817.60
						Employer NIC	6,087.10
ABC Ltd						Net Pay	
Tax Code: 747L NI table: A Dept: Default Tax Period: Jan-12 Payment Method: BACS						3,450.78	

SAMPLE

P60 – Please provide the most recent.

P60 End of Year Certificate

Tax year to 5 April **1** 2020

To the employee:

Please keep this certificate in a safe place as **you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits or to renew your claim.**

It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions.

By law you are required to tell HM Revenue & Customs about any income that is not fully taxed, even if you are not sent a tax return.

HM Revenue & Customs

Employee's details

Surname **2** JAMES

Forenames or initials SALLY ANNE

National Insurance number **3** NH000000F

Works/payroll number **4** 12345

Pay and Income Tax details

	Pay		Tax deducted	
	£	p	£	p
In previous employment(s) 5		0.00		0.00
In this employment 6 *	33000.00		4099.20	
Total for year 7	33000.00		4099.20	
Final tax code 8			1250L	

The figures marked * should be used for your tax return, if you get one

Tax Credit Award Notification for current year – Please provide ALL the pages of this letter



HM Revenue & Customs

Online www.gov.uk/managedtaxcredits
Helpline 0345 300 3930
Textphone 0345 300 3909
For our opening hours go to www.gov.uk/contact-hmrc

SAMPLE

TCO PRESTON 8
Tax Credit Office
HM Revenue and Customs
BX9 1ER



Date 26/04/2020

Renew online today at www.gov.uk/managedtaxcredits once logged in you can access a range of services in your Personal Tax Account.

If you can't renew online, phone us quoting this renewal reference number
000 001 151 502 032

Check now,
no later than 31/07/2020

Please keep this for your records

Tax credits - Annual Review for year ended 05/04/2020
Your tax credits award for 06/04/2019 to 05/04/2020

SAMPLE

We told you that we would be contacting you to review your tax credits award. We want to:

- make sure we paid you the correct amount for the award period shown above, and
- ask you to make a tax credits claim for 2020-2021.

We need you to review your personal circumstances during the whole award period shown above and check your income.

If you need to tell us about anything once you have completed your Annual Review, **please contact us**. If you do not have anything to tell us **you need do nothing more** and you will not receive another notice from us for this year. This TC603R Tax Credits Annual Review is also your Award Notice and the amount of your award is shown below.

We will decide on 31/07/2020 that:

- The final amount of your tax credits award for the period 06/04/2019 to 05/04/2020 is £2729.70.
- Your tax credits award for 2020-2021 will be as shown in the **Payments** section.

If later, you think those decisions are wrong, you will have 30 days from 31/07/2020 to ask us to look at the decision again. We call this mandatory reconsideration. If you do think something is wrong, you do not have to wait until then to contact us.

Tax credits will gradually be replaced by Universal Credit. You cannot receive tax credits and Universal Credit at the same time. For more information, go to www.gov.uk/universalcredit

Universal Credit – Please provide all pages. The name, address and the amount of the payment must be clearly shown.

GOV.UK Universal Credit

Home To-do list Journal

Statement [Print this statement](#)

Your payment this month is
£1,422
This will be paid by 8pm on 02 July 2017

How we calculate your payment

Your payment is based on what you've told us and covers the period between

26 MAY and **25 JUN**

It is important to tell Universal Credit immediately about any changes in your circumstances that could affect your Universal Credit payments.
[Report a change in my circumstances](#)

Standard allowance You receive a standard Universal Credit allowance each month	£251.77
Housing You said that your rent is £700.00 per month	£700.00
Children You get support for 2 children	£508.75
Total before adjustments	£1,460.52
Debts and loan repayments	
Tax Credits recovery Call 0345 850 0293 to find out more about your debt and loan repayments.	£37.76
The total we take off for debts and loan repayments is	£37.76

Total payment for this month **£1,422.76**

Example of a Universal Credit monthly award notice

How your Universal Credit payments are worked out	
This is based on your circumstances between 1 December 2018 and 31 December 2018	
1. First, we bring together the basic parts of Universal Credit that apply to you.	
Standard Allowance for you and your partner	£498.89
Housing Element	£354.68
Child Element	£508.75
From 06/04/2017 Universal Credit will only pay the child element for 2 children or qualifying young people unless certain exceptions apply. For further information on when an exception may apply, see www.gov.uk	
Children on your claim XX XX	
We pay £277.08 for your first child or qualifying young person. For each other eligible child or qualifying young person, we pay £231.67	
ESFA note: there can be other/different elements in this section.	
Amount	£1,362.62
2. Next, we take account of any non-work income and other benefits you receive as well as your savings and capital.	
The total we take off for these items is:	£0.00
3. We then take account of your take-home pay	
Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.	
Your take-home pay for this period is £1,352.85	
The first £192.00 of your take-home pay doesn't affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this £192.00 reduces your Universal Credit by 63 pence.	
	£731.34
The total we take off for take-home pay is:	£731.34
4. Lastly, we take account of any loans, advances, deductions and overpayments or third party payments you have.	
Social Fund	£22.15
Budgeting Allowance	£15.00
The total we take off for these items is:	£37.15
Total adjustments	£768.49
Your Universal Credit monthly payment for this period	£593.83

ESFA note: institutions should use the two highlighted figures, take-home pay and the amount of Universal Credit after deductions, when assessing household income.

Benefit Letter - Please provide all pages of the letter.

Household Income evidence example

Mr Smith

SAMPLE

jobcentreplus

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

Dear Mr. 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.

