BILBOROUGH SIXTH FORM COLLEGE

Financial Evidence

Please read through this guide to find out which financial evidence you will need to upload when you apply for the 16-19 Further Education Bursary. The address on the financial evidence must match your home address on your student records.

Evidence required;

- Pay slips for the last 3 months
- A recent P60
- Universal Credit The most recent full statement
- Tax Credit Award Notification This needs to be for the current year, all pages
- Benefit letter dated withing the last 3 months
- Self- Employment latest Tax Return sent to HMRC or a Statement of Accounts

Wage slips

Please upload the most recent wage slips. We will require 3 months. The address must be clearly visible on the wage slip.

007	Employee Name	ames Bond	Process D 31-Jan-12	PX 12 34	rance Number 56 D
Payments	Units	Rate Amount	Deductions		Amount
Basic Pay Total Payments		5,000.00 5,000.00	Income Tax National Ins Total Dedu	Gurance	1,167.46 381.76 1,549.22
Mr James Bond 123 Bond Street London W1T 1SL		This Pe Total Payments Total Deductions	riod 5,000.00 1,549.22	Year To Da Taxable Gross Pay Income Tax Employee NIC Employer NIC	ate 50,000.00 11,673.44 3,817.60 6,087.10

P60

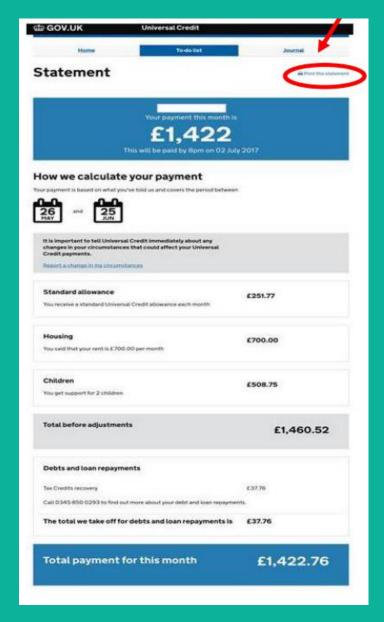
If you have your P60 for the current year you can upload this instead of your wage slips

			F A		1.1			
P60	End of Year C	ertificate	Emplo	oyee's de	etails			
Tax y	/ear to 5 April	2022	Suma	me		Sunshir	ne	
This is a printed copy of an eP60		Forenames or initials		Lovely				
To the employee:		National Insurance number Works/payroll number						
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 and Universal Credit or to		CT123456C HE9810						
		Pay and Income Tax details						
	our claim.				Pay			Tax deducted
It also helps you check that your employer is		In pre	vious		£	P	£p	
using the correct National Insurance number and deducting the right rate of		emplo	yment(s)		0	00	0 00 if refund mark 'R'	
	Insurance contributions.		In this			891	00	
HM Reve	ou are required to tell enue and Customs abou		emplo	yment 🎽		091	.00	0.00
	hat is not fully taxed, ev ent a tax return.	en if you				891	00	0 00
	HM Revenu	e and Customs	Total f	for year				
The f	īgures marked ★ shou	ld be used				Final tax c	ode	1257L
for ye	our tax return, if you g	et one						
Nationa	al Insurance contrib	utions in this	employ	ment				
NIC	Earnings at the Ea	amings above		ngs above		Employee's		
table Lower Earnings the LEL, up to letter Limit (LEL) and including the		the PT, up to and contributions due on all including the Upper earnings above the PT						
	(where earnings Pr	rimary hreshold (PT)		ngs Limit (U				
	exceed the LEL)	ireshoid (FT)						
	£	£		£		£	р	
A	480	256	⁵	155	5	1	8 60	<u>)</u>
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Statutory	ry payments included	in the pay 'In thi Statutory	is employn		above p	Statut	orv	£ p
Maternity		Paternity		-		Share	d	0 00
Pay Statutory		Pay Statutory			p	Paren Pay		
Adoption	0 00	Parental Bereaven	nent	1	0			
Pay Other d	lotaile	Pay		Verm	omole	yer's full nan	the bac o	dress (including postcode)
	t Loan deductions	£				any GHI	ne arnu dük	areas (moroung postcode)
	employment		0		Any St Any C	treet		
	aduate Loan deductions	£			AC20	STH		
	mployment		0					
(whole £			-	Empl PAYE	loyer E refe	rence	123	/AA12345
Mrs	Lovely Sunshine			Cer	tifica	ate by Ei		er/Paying Office:
Any Any	/ Street / City 20 5TH					shows your t loyment for		for Income Tax purposes
AC2	20 STH			Any o	overtir	ne, bonus, d	ommissi	on etc, Statutory Sick Pay, ory Paternity Pay, Statutory
				Shar	ed Pa		Statutory	Parental Bereavement Pay
00000-4	(L.L.) (CDD) (0004 0000)		Der			y Adoption P	ay is inc	audea.
Pt0(Subst	itute) (SPR) (2021-2022)		Do r	not destro	у			

Universal Credit

Please upload the full Universal Credit breakdown, which is normally 4-5 screenshots. The information must include your name, address, payments date, income and any deductions.





Example of acceptable Universal Credit statement.

The document must show:

- Claimants name
- Payment period
- All allowances for the claimant's circumstances
- All deductions of the claimant's circumstances
- Total payment for the month

To download your UC statement, login to your Universal credit account and go to the statement summary page. Then click into the most recent monthly statement, which will show on the screen. You can the **'Print to PDF'/'Save as PDF'** you will have to save the document to your device. Please do not send screenshots of the journal or to do list as these will not be accepted and will cause a delay in processing your bursary application.



Statements

Your statement explains your payment and how we worked it out. Select a statement from the list to view.

View statement by pay date	Amount	
<u>12 June 2024</u>	£789.19	
<u>12 May 2024</u>	£348.29	
2 April 2024	£0.00	
12 March 2024	£345.91	

Tax Credit Award

Please provide ALL pages for the CURRENT year. This usually is 4-6 pages.

if you can't renew online, phone us quoting this renewal reference number 000 001 151 502 032	Please keep this for your records
Renew online today at www.gov.uk/managetaxcredits once logged in you can access a range of services in your Personal Tax Account.	Check now. no later than 31/07/2020
	Date 29/04/2020
	TCO PRESTON 6 Tax Credit Office HM Revenue and Customs BX9 1ER
SAMPLE	For our opening hours go to www.gov.uk/contact-hmrc
	Textphone 0345 300 3908
HM Revenue & Customs	Online www.gov.uk/managetaxoredits Helpline 0545 300 3900

We tuid you that we would be contacting you to review your tax credits award. We want to: • make sure we poild you the correct amount for the award period shown above, and • ask you to make a fax credits claim for 2020-2021.

We need you to review your personal droumstances 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 TO603R Tax Credits Annual Review Is also your Award Notice and the amount of your award is snown below.

Shown below.

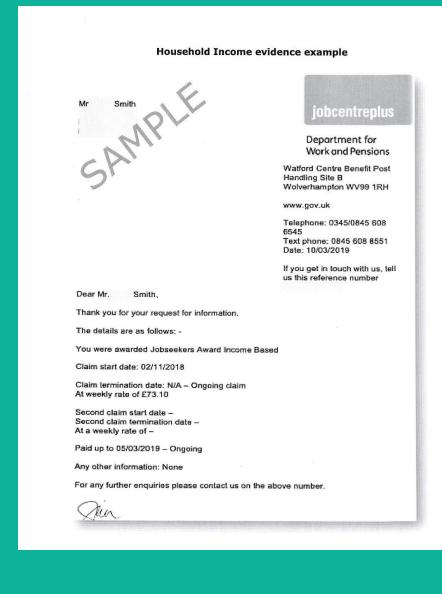
We will decide on 31/07/2020 that: • The final amount of your tax credits award for the period 06/04/2019 to 05/04/2020 is £2729.70.

Your tax predits award for 2020-2021 will be as shown in the Payments section.
If fater, 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

Benefits

If anyone in your household is receiving benefits please provide all pages of the letter. The letter needs to be dated within the last 3 months. If the letter is older, you will need to upload a recent bank statement showing the relevant benefits being paid into the bank account



Self-Employment

You will need to upload the latest HMRC Tax Return or a Statement of Accounts from an accountant. Statement of Accounts need to be on headed paper, or a company stamp with the name and address of the company. Please upload the entire document showing the income for the year. We will be looking for the gross profit figure.

HM Revenue & Customs	Self-employment (full) Tax year 6 April 2022 to 5 April 2023 (2022–23)
Please read the 'Self-employment (full) notes' to check if you s For help filling in this form, go to www.gov.uk/taxreturnforms an	
Your name	Your Unique Taxpayer Reference (UTR)
Business details	
Business name – unless it's in your own name	6 If your business started after 5 April 2022, enter the start date DD MM YYYY
2 Description of business	7 If your business ceased after 5 April 2022 but before 6 April 2023, enter the final date of trading DD MM YYYY
3 First line of your business address – unless you work from home	Date your books or accounts start – the beginning of your accounting period DD MM YYYY Date your books or accounts are made up to or the
Postcode of your business address	end of your accounting period – read the notes if you have filled in box 6 or 7 DD MM YYYY
5 If the details in boxes 1, 2, 3 or 4 have changed in the last 12 months, put 'X' in the box and give details in the 'Any other information' box	10 If you used cash basis, money actually received and paid out, to calculate your income and expenses, put 'X' in the box
Other information	
11 If your accounting date has changed permanently, put 'X' in the box 12 If your accounting date has changed more than once since 2017, put 'X' in the box	13 If special arrangements apply, put 'X' in the box 14 If you provided the information about your 2022–23 profit on last year's tax return, put 'X' in the box
Business income	
16 Your turnover – the takings, fees, sales or money earned by your business £ •	16 Any other business income not included in box 15 – also include any COVID support payments such as CJRS £ • • • • • • • • • • • • • • • • • • •
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