



## 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 – 3 months of the most recent full statement
- Tax Credit Award Notification – This needs to be for the current year, all pages
- Benefit letter – dated within 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.

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
<b>Total Payments</b>				<b>5,000.00</b>	National Insurance		381.76
					<b>Total Deductions</b>		<b>1,549.22</b>
<b>Mr James Bond</b>				<b>This Period</b>		<b>Year To Date</b>	
123 Bond Street				Total Payments	5,000.00	Taxable Gross Pay	50,000.00
London				Total Deductions	1,549.22	Income Tax	11,673.46
W1T 1SL						Employee NIC	3,817.60
						Employer NIC	6,087.10
<b>ABC Ltd</b>							
Tax Code: 747L NI table: A Dept: Default Tax Period: Jan-12 Payment Method: BACS				<b>Net Pay</b>		<b>3,450.78</b>	

# P60

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

P60 End of Year Certificate		Employee's details																
<b>Tax year to 5 April</b> <input type="text" value="2022"/>		Surname <input type="text" value="Sunshine"/>																
This is a printed copy of an eP60		Forenames or initials <input type="text" value="Lovely"/>																
<b>To the employee:</b> 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 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 and Customs about any income that is not fully taxed, even if you are not sent a tax return. HM Revenue and Customs		National Insurance number <input type="text" value="CT123456C"/> Works/payroll number <input type="text" value="HE9810"/>																
<b>The figures marked * should be used for your tax return, if you get one</b>		<b>Pay and Income Tax details</b>																
		<table border="1"> <thead> <tr> <th></th> <th>Pay</th> <th>Tax deducted</th> </tr> <tr> <td></td> <td>£ p</td> <td>£ p</td> </tr> </thead> <tbody> <tr> <td>In previous employment(s)</td> <td><input type="text" value="0 00"/></td> <td><input type="text" value="0 00"/></td> </tr> <tr> <td>In this employment</td> <td>* <input type="text" value="891 00"/></td> <td><input type="text" value="0 00"/></td> </tr> <tr> <td>Total for year</td> <td><input type="text" value="891 00"/></td> <td><input type="text" value="0 00"/></td> </tr> </tbody> </table>		Pay	Tax deducted		£ p	£ p	In previous employment(s)	<input type="text" value="0 00"/>	<input type="text" value="0 00"/>	In this employment	* <input type="text" value="891 00"/>	<input type="text" value="0 00"/>	Total for year	<input type="text" value="891 00"/>	<input type="text" value="0 00"/>	if refund mark 'R'
	Pay	Tax deducted																
	£ p	£ p																
In previous employment(s)	<input type="text" value="0 00"/>	<input type="text" value="0 00"/>																
In this employment	* <input type="text" value="891 00"/>	<input type="text" value="0 00"/>																
Total for year	<input type="text" value="891 00"/>	<input type="text" value="0 00"/>																
		Final tax code <input type="text" value="1257L"/>																
<b>National Insurance contributions in this employment</b>																		
NIC table letter	Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL)	Earnings above the LEL, up to and including the Primary Threshold (PT)	Earnings above the PT, up to and including the Upper Earnings Limit (UEL)	Employee's contributions due on all earnings above the PT														
	£	£	£	£ p														
A	<input type="text" value="480"/>	<input type="text" value="256"/>	<input type="text" value="155"/>	<input type="text" value="18 60"/>														
<b>Statutory payments included in the pay 'In this employment' figure above</b>																		
Statutory Maternity Pay	£ p <input type="text" value="0 00"/>	Statutory Paternity Pay	£ p <input type="text" value="0 00"/>	Statutory Shared Parental Pay	£ p <input type="text" value="0 00"/>													
Statutory Adoption Pay	£ p <input type="text" value="0 00"/>	Statutory Parental Bereavement Pay	£ p <input type="text" value="0 00"/>															
<b>Other details</b>			Your employer's full name and address (including postcode)															
Student Loan deductions in this employment (whole £s only)	£ <input type="text" value="0"/>	Company GHI Any Street Any City AC20 5TH																
Postgraduate Loan deductions in this employment (whole £s only)	£ <input type="text" value="0"/>	Employer PAYE reference <input type="text" value="123/AA12345"/>																
<b>To employee</b> Mrs Lovely Sunshine Any Street Any City AC20 5TH	<b>Certificate by Employer/Paying Office:</b> This form shows your total pay for Income Tax purposes in this employment for the year. Any overtime, bonus, commission etc, Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Statutory Shared Parental Pay, Statutory Parental Bereavement Pay or Statutory Adoption Pay is included.																	
P60(Substitute) (SPR) (2021-2022)		Do not destroy																

# 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.



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 your circumstances](#)

<b>Standard allowance</b> You receive a standard Universal Credit allowance each month	<b>£251.77</b>
<b>Housing</b> You said that your rent is £700.00 per month	<b>£700.00</b>
<b>Children</b> You get support for 2 children	<b>£508.75</b>
<b>Total before adjustments</b>	<b>£1,460.52</b>
<b>Debts and loan repayments</b>	
Tax Credits recovery Call 0345 850 0293 to find out more about your debt and loan repayments.	£37.76
<b>The total we take off for debts and loan repayments is</b>	<b>£37.76</b>
<b>Total payment for this month</b>	<b>£1,422.76</b>

## 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

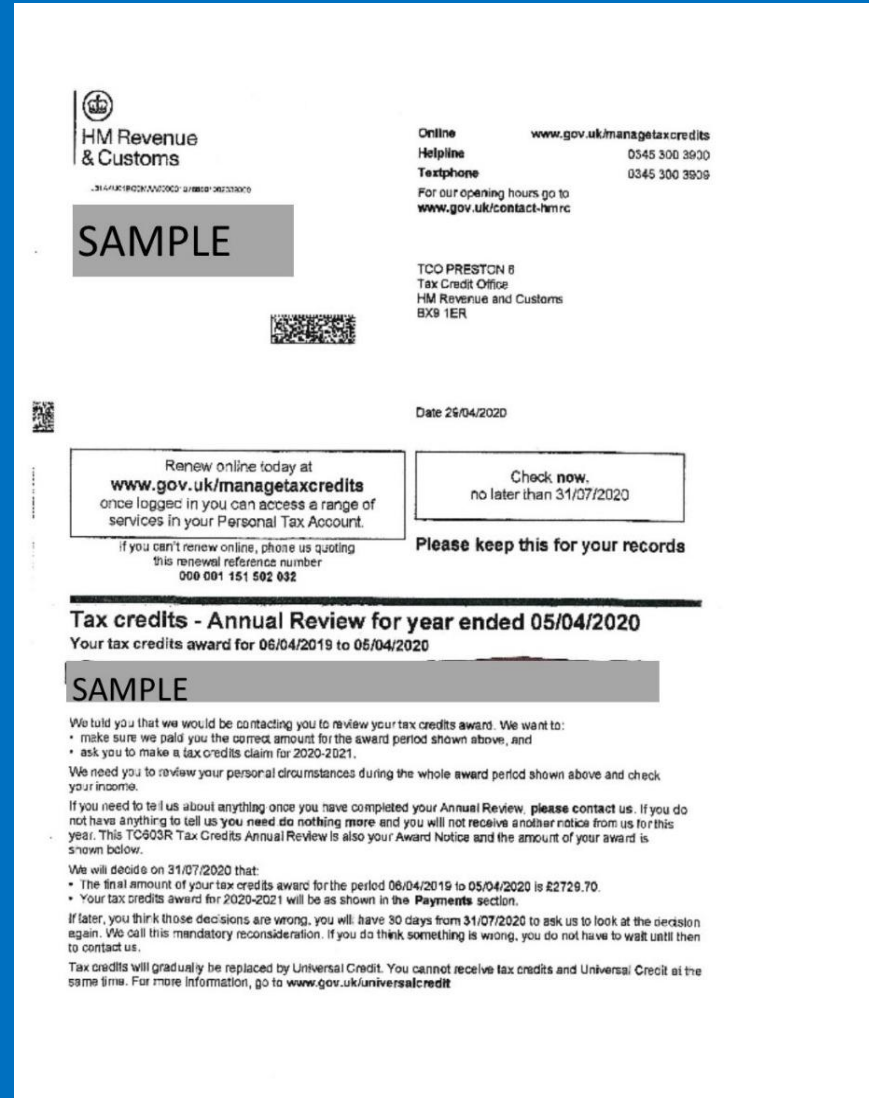
Your statement explains your payment and how we worked it out.

Select a statement from the list to view.

<b>View statement by pay date</b>	<b>Amount</b>
<a href="#">12 June 2024</a>	£789.19
<a href="#">12 May 2024</a>	£348.29
<a href="#">12 April 2024</a>	£0.00
<a href="#">12 March 2024</a>	£345.91

# Tax Credit Award

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



# 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

