



Document Checklist



In order to proceed with your application, please bring in the following documents:

- 1 Two months' bank statements across from all of your bank accounts.

These can be printed from online banking or from going into the branch to print off. You can also bring bank statements received through the post. **These should show your name, address, account number and sort code.**

- 2 Benefits awards letter showing what benefits you receive.

If you receive housing benefit separately, you also need to bring in this letter. You can print a copy from offline or ask the job centre for a copy.

- 3 Your Council Tax award letter.

This needs to be the letter that is emailed or sent to you around March each year. This should show the single persons discount. You can request a copy of this letter.

- 4 If you are working,

please provide three months or five weeks payslips

