



SRUC

FE Funding Application

Evidence Required

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This guide will help you with examples of the evidence the funding team will accept in order to assess your application successfully.

Please see the below for examples of ID Documents we can accept.

Valid passport



Birth Certificate

CERTIFIED COPY Pursuant to the Births and			OF AN ENTRY Deaths Registration Act 1953		BBB
BIRTH				Entry No.	
Registration district			Administrative area		
1. Date and place of birth			CHILD		
2. Name and surname			3. Sex		
4. Name and surname			FATHER		
5. Place of birth			6. Occupation		
7. Name and surname			MOTHER		
8.(a) Place of birth			8. (b) Occupation		
9.(a) Maiden surname			9. (b) Surname at marriage if different from maiden surname		
10. Usual address (if different from place of child's birth)					
11. Name and surname (if not the mother or father)			12. Qualification		
13. Usual address (if different from that in 10 above)					
14. I certify that the particulars entered above are true to the best of my knowledge and belief					Signature of informant
15. Date of registration			16. Signature of registrar		
17. Name given after registration, and surname					

Certified to be a true copy of an entry in a register in my custody.

..... { *Superintendent Registrar Date
..... *Registrar
*Strike out whichever does not apply

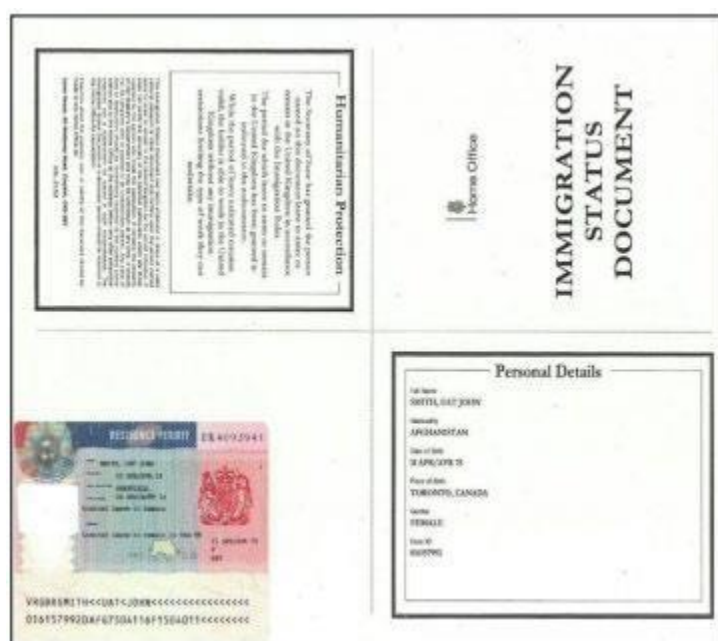
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System No. 509676548

WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.

Residency Card




Immigration status document



Lone parent

Council tax letter



Postal Address:
PO Box 35
Glasgow
G1 1JF

WEBSITE & ONLINE HELP:
www.glasgow.gov.uk/tc

PAYMENTS LINE: 0141 287 0300
(Lines open 24 hours - 7 days)

Your Reference is: 88888888
Please quote this on all correspondence

Reason for issue: Annual Bill

Date of issue: 2 March 2019

Bill Number: 1771

Private & Confidential 0
Joe Moggie
134 Test Road
Glasgow
G1 1JF

30689A

3

4

2019/2020 COUNCIL TAX AND WATER SERVICE CALCULATION

Charges for Band C from 01.04.2019 to 31.03.2020

Glasgow Council Tax	E1197.35
Scottish Water - Water Charge	E182.72
Scottish Water - Waste Water Charge	E212.16
Less Reductions (if applicable)	
Single Adult Discount - Council Tax (01.04.2019 - 31.03.2020)	-£269.33
Discount - Water Charge	-£45.68
Discount - Waste Water Charge	-£23.04
Council Tax Reduction (see breakdown below)	-£956.00
Plus Additions (if applicable)	
BALANCE DUE FOR 2019/2020	E296.16

Council Tax and Water Service Charges Notice for 2019/2020

Period of Charge: 01.04.2019 to 31.03.2020

Instalment Profile: (Amount Payable **E296.16** for 2019/2020)

Due Date	Amount	Due Date	Amount
01.04.2019	E26.16	01.09.2019	E30.00
01.05.2019	E30.00	01.10.2019	E30.00
01.06.2019	E30.00	01.11.2019	E30.00
01.07.2019	E30.00	01.12.2019	E30.00
01.08.2019	E30.00	01.01.2020	E30.00

Council Tax Reduction (Breakdown)

Council Tax Reduction Total -£956.00

Payment instructions: You currently pay by Direct Debit (1st of the month).

PLEASE NOTE PAYMENT SHOULD NOT BE WITHHELD PENDING THE RESULT OF ANY APPLICATION OR DECISION AND THAT RECENT PAYMENTS MAY NOT BE INCLUDED.

WAYS TO PAY

ONLINE - At www.glasgow.gov.uk/tc

DIRECT DEBIT - Fortnightly, 4 weekly or monthly on the 1st, 8th, 15th, 22nd or 28th

CREDIT/DEBIT CARD - By calling 0141 287 0300 (Lines are open 24 hours)

PAYPOINT OR POST OFFICE - Using the barcode printed below

For information relating to your Water & Waste Water charges please visit:
www.scottishwater.co.uk/you-and-your-home/your-charges

PayPoint 6331 7790 8111 6321 904

POST OFFICE

SAVE TIME GO ONLINE

www.glasgow.gov.uk

GO PAPERLESS - Register for your Council Tax e-bill

Environmentally Friendly | Convenient | Secure - sign up at www.glasgow.gov.uk/e-billing

Our website www.glasgow.gov.uk/tc will provide more information on:

- How we work out your Council Tax and who is responsible for paying Council Tax
- Appealing against your Council Tax band
- If you are having problems making your payments, including late or missed payments
- Appealing against who is responsible for paying Council Tax (Non-valuation appeals)
- Council Tax Reduction including how to get a detailed breakdown and requesting a review
- Council Tax exemption, discounts and disabled persons reduction
- The Council's Budget
- Contacting us

The personal data contained in this document is held by Glasgow City Council for purposes of assessing and collecting Council Tax. At Glasgow City Council, we believe in protecting your privacy. For this reason, we have updated and extended our privacy statements to comply with the General Data Protection Regulation (GDPR). Our Privacy Statement explains who we are, why we need your personal information and what we do with it, the legal basis for using the information, who we share it with, how long we keep it and your rights under data protection law. We provide a copy of this privacy statement online at www.glasgow.gov.uk/privacy (general privacy statement) or www.glasgow.gov.uk/counciltax for the specific statement relating to Council Tax. The general privacy statement can also be accessed when you call the Council Tax number and select the appropriate option.

Upload BOTH sides of the page

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Dependent Children

This means any brothers or sisters living at home, please do not include any brothers or sisters who are working or registered unemployed.

Birth Certificate

BIRTH		Entry No.
Registration district		Administrative area
1. Date and place of birth CHILD		
2. Name and surname		3. Sex
4. Name and surname FATHER		
5. Place of birth	6. Occupation	
7. Name and surname MOTHER		
8.(a) Place of birth	8. (b) Occupation	
9.(a) Maiden surname	9. (b) Surname at marriage if different from maiden surname	
10. Usual address (if different from place of child's birth)		
11. Name and surname (if not the mother or father) INFORMANT		12. Qualification
13. Usual address (if different from that in 10 above)		
14. I certify that the particulars entered above are true to the best of my knowledge and belief		
		Signature of informant
15. Date of registration	16. Signature of registrar	
17. Name given after registration, and surname		

Certified to be a true copy of an entry in a register in my custody.

{
*Superintendent Registrar
Date

{
*Registrar

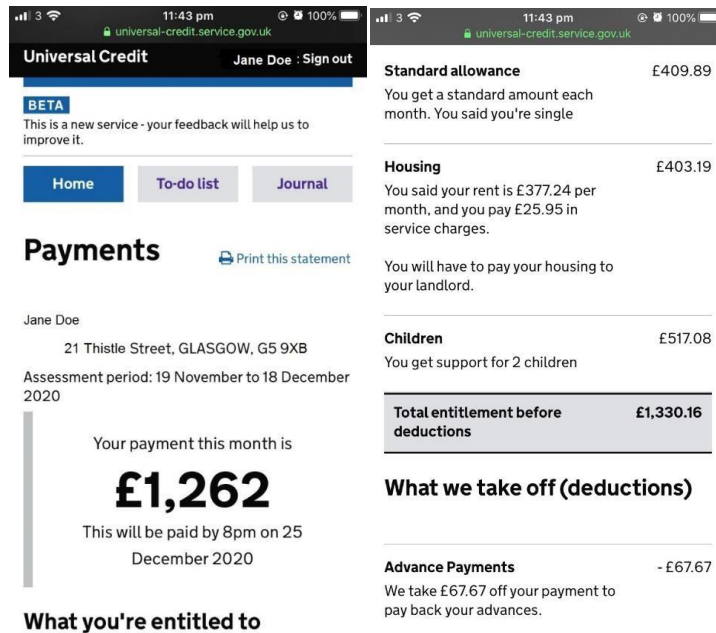
*Strike out whichever does not apply

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System No. 509676548

WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.

Universal Credit Screenshots



Universal Credit Jane Doe : Sign out

BETA
This is a new service - your feedback will help us to improve it.

[Home](#) [To-do list](#) [Journal](#)

Payments

[Print this statement](#)

Jane Doe
21 Thistle Street, GLASGOW, G5 9XB
Assessment period: 19 November to 18 December 2020

Your payment this month is

£1,262

This will be paid by 8pm on 25 December 2020

What you're entitled to

Standard allowance	£409.89
You get a standard amount each month. You said you're single	
Housing	£403.19
You said your rent is £377.24 per month, and you pay £25.95 in service charges.	
You will have to pay your housing to your landlord.	
Children	£517.08
You get support for 2 children	
Total entitlement before deductions	£1,330.16

What we take off (deductions)

Advance Payments	- £67.67
We take £67.67 off your payment to pay back your advances.	

Payments

YOUR NAME

YOUR ADDRESS

Assessment period: 19 July to 18 August 2020

Your payment this month is

£1000

This will be paid by 8pm on 25 August 2020

What you're entitled to

Standard allowance	£409.89
You get a standard amount each month. You said you're single	

Housing	£415.20
You said your rent is £388.68 per month, and you pay £26.52 in service charges.	
We can pay your landlord £415.20 towards your housing.	

Children	£517.08
You get support for 2 children	

Total entitlement before deductions	£1,342.17
--	------------------

What we take off (deductions)

Payment to your landlord	- £415.20
We currently pay this to your landlord towards your rent.	

Total deductions	- £415.20
-------------------------	------------------

Your total payment for this month is

£926.97

Please DO NOT send a copy of the list of UC payments unless we specifically ask for it.

Evidence of "Other" Income

This refers to you, the student, if you receive PIP/DLA/Carer's Allowance or Universal Credit.

DWP Department for Work and Pensions

Disability and Carers Service

Website: www.direct.gov.uk/disability

Disability Living Allowance

Your reference is 1098111NY

Please tell us this number if you get in touch with us

Alan Smith
23 College Road
Abingdon
OX14 2EP

Blackpool Benefits Centre
MU38
Warbreck House
Warbreck Hill
Blackpool
FY2 0YE
Phone 08457 123456
TEXTPHONE for the deaf/hard of hearing ONLY 08457 224433

Date 09/02/2019

Helpline Opening Hours
07:30 - 18:30 Monday - Friday

Dear Alan,

Evidence of Entitlement to Disability Living Allowance

You have asked us for details of your entitlement to Disability Living Allowance.

We can confirm that the highest rate of Disability Living Allowance for help with getting around has been awarded from 11/03/2010 and including 11/03/2010 for an indefinite period.

Higher rate care is currently £ 55.25 each week.

You must let us know if you change your address. You must also let us know straight away if your needs change as this may affect the amount that we can pay you.

Page 01 of 01

Evidence of parental income

Employed – P60

P60 Example 1

Do not destroy **P60 End of Year Certificate 2018 - 19**

Your employer's name and address
Jolly Little Co Limited
Unit 12
The Industrial Estate
Nice Town
PE77 9HU

Employer PAYE reference
120 / K78564

For employer's use

Tax year to 5 April **2019**

Employee's details

National Insurance number: NH000000F

Surname: JAMES

First two forenames: SALLY

Works/payroll number: 12345

Your private address
Flat 5, The Big House
Long Street
Nice Town
Gorgeous County
PE77 1PQ

To the employee: Keep this certificate in a safe place you will need it if you fill in a tax return. You will 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

Please tell your HM Revenue & Customs office and employer if there are any changes to your personal details, for example, your address

National Insurance contributions in this employment (Note: LEL = Lower Earnings Limit, PT = Primary Threshold, UEL = Upper Earnings Limit)

NIC table letter	Earnings at the LEL (where earnings are equal to or exceeding the LEL) £	Earnings above the LEL, up to and including the PT £	Earnings above the PT, up to and including the UEL £	Employee's contributions due on all earnings above the PT £ p
A	6032	2392	31776	3813.12

Statutory payments included in the pay 'in this employment' figure below

Statutory Maternity Pay £ p	Statutory Paternity Pay £ p	Statutory Shared Parental Pay £ p	Statutory Adoption Pay £ p	In this employment (whole £s)
0.00	0.00	0.00	0.00	1080

Student Loan deductions

In this employment (whole £s): 1080

Certificate by Employer/Paying Office:
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 or Statutory Adoption Pay is included.

Pay and Income Tax details

	Pay £ p	Tax deducted £ p	Enter 'R' in this box if net refund
In previous employment(s)	0.00	0.00	
In this employment *	40200.00	5428.80	
Total for year	40200.00	5428.80	
		Final tax code	1185L

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

P60 Example 2

P60 End of Year Certificate

Tax year to 5 April **2019**

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 and Customs about any income that is not fully taxed, even if you are not sent a tax return.

HM Revenue and Customs

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

Employee's details

Surname **DUMONT**

Forenames or initials **MARK**

National Insurance number **AB 12 34 56 C**

Works/payroll number **0123445**

Pay and Income Tax details

	Pay	Tax deducted
	£	£
In previous employment(s)	0.00	0.00
In this employment	★ 24000.00	2428.00
Total for year	24000.00	2428.00

Final tax code **11B5L**

National Insurance contributions in this employment

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
	£	£	£	£
A	6036	2338	15576	1870.56

Statutory payments included in the pay 'In this employment' figure above

	£
Statutory Maternity Pay	0.00
Statutory Paternity Pay	0.00
Statutory Shared Parental Pay	0.00
Statutory Adoption Pay	0.00

Other details

Student Loan deductions in this employment (whole £s only) **0.00**

To employee

Mr Mark Dumont
10 Wheel Road
London
R2 8GH

Your employer's full name and address (including postcode)

The Brownie Bakery
100 Tree Lane
London
W1 1AC

Employer PAYE reference **576 / HK56200**

Certificate by Employer/Paying Office:

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 or Statutory Adoption Pay is included.

Self Employed – 2020 SA302



HM Revenue & Customs

Ref:

Year: 2012

OUID:

Name:

Tax Calculation for 2011-12 (year ended 5 April 2012)

Some of the figures used in this calculation have been adjusted to agree with the taxpayer's self-calculation. Some of the arithmetic may appear incorrect.

Income received (before tax taken off)

Pay from all employments	£	7,440.00	
Interest received from UK banks and building societies	£	75.00	
Dividends from UK companies (plus 10% tax credits)	£	55,000.00	
Total income received			£ 62,515.00
<i>minus</i> Personal allowance			£ 7,475.00
Total income on which tax is due			£ 55,040.00

How I have worked out your Income Tax

Interest received from a bank or building society etc.	£	40.00	@ 10% =	£	4.00
Dividends from companies etc.	£	34,960.00	@ 10% =	£	3,496.00
	£	20,040.00	@ 32.5% =	£	6,513.00
Total income on which tax has been charged	£	55,040.00			

Income Tax charged	£	10,013.00
<i>minus</i> 10% tax credits on dividends from UK companies (not repayable)	£	5,500.00
Income Tax due after dividend tax credits	£	4,512.77

<i>minus</i> Tax deducted		
Interest received from UK banks and building societies	£	15.00
Total tax deducted		£ 15.00
Total Income Tax due	£	4,497.77

Balance Sheet from Accountant

(we would also require the official stamped front/back page)

DANIEL DEFOE

Balance Sheet

as at 5 April 2015

	2015	
	£	£
Profit for the year		23,230
Less: Drawings	16,000	
Private payments	5,500	
		(21,500)
Retained profit		1,730
Capital account brought forward		12,000
Capital introduced		2,000
Capital account carried forward		15,730
<i>represented by</i>		
Fixed assets		800
Current assets		
Debtors	460	
Cash in hand	15,310	
Less: Liabilities		15,770
Trade debtors	540	
Accruals	300	
		(840)
		15,730

Benefits

We will require evidence of benefit income if your parent is receiving any of the following –

Income Support, Universal Credit, ESA, JSA, Incapacity Benefit

We would first of all ask that you upload the most up to date benefit letter which shows amount of income per week/month or year. If this is not available you can request a Statement of Earnings from HMRC, please see below for an example of this –



**HM Revenue
& Customs**

Address

Pay As You Earn and Self Assessment
HM Revenue and Customs
 BX9 1AS

Date 16 July 2018

NI number

Dear Name

Phone 0300 200 3300
 For our opening hours go to
www.gov.uk/hmrc/contact or phone us

Web www.gov.uk


Employment history

I am writing about your phone call of 13 July 2018, asking for your employment history.
 For the tax years 2013 to 2014, 2014 to 2015, 2015 to 2016, 2016 to 2017 and 2017 to 2018
 my records show the following.

Sources of income for the tax year ended 5 April 2014

Employer/Pension provider	Reference	Start date	End date	Pay	Tax	Tax code
Company1		23/11/2013	18/07/2014	£0,000	£0.00	944L

Example of Benefit Income Letter



Department
for Work &
Pensions

JOE BLOGS
90 CATHEDRAL STREET
GLASGOW
G5 9YR

Information about your benefit entitlement
Please read this letter in full

Dear **JOE BLOGS**

Please find the information you requested below.

Your entitlement details

You were awarded Income-related Employment And Support Allowance.

Entitlement start date: 01-Nov-2018

Current amount: £106.55 Weekly

Reporting changes

You must tell us straightaway if there is a change in your circumstances. If you give wrong or incomplete information, or you do not report changes, you may be paid more or less money than you should. You will have to pay back overpaid money when told to do so. You could also be prosecuted or need to pay a financial penalty. If we pay you less money than we should we may pay you this money back.

We have many different ways we can communicate with you.
If you would like Braille, British Sign Language, a hearing loop, translations, large print, audio or something else please tell us using the phone number at the top of this letter.

18 November 2020

www.gov.uk

Telephone: 0800 169 0310
Textphone: 0800 169 0314

Your reference: **123456789**

Please turn over

v1.0

DWPLOEA
Page 1 of 2

We can also accept a 4 week bank statement to show income from benefits if none of the above are possible to attain.

CREATED BY
TemplateLAB



Your Account Statement

Issue Date: mm/dd/yyyy
Period: mm/dd/yyyy to mm/dd/yyyy

111-234-567-890

Bit Manufacturing Ltd

2450 Courage St, STE 108
Brownsville, TX 78521

<Branch Name>

231 Valley Farms Street
Santa Monica, CA
bickslowbank@domain.com

Account Activity

Date	Payment Type	Detail	Paid In	Paid Out	Balance
		Balance Brought Forward			8,313.30
mm/dd/yyyy	Fast Payment	Amazon		132.30	8,181.00
mm/dd/yyyy	BACS	eBAY Trading Co.		515.22	7,665.78
mm/dd/yyyy	Fast Payment	Morrisons Petrol		80.00	7,585.78
mm/dd/yyyy	BACS	Business Loan	20,000.00		27,585.78
mm/dd/yyyy	BACS	Jumes White Media		2,416.85	25,168.93
mm/dd/yyyy	Fast Payment	ATM High Street		100.00	25,068.93
mm/dd/yyyy	BACS	Accorn Advertising Studios		150.00	24,918.93
mm/dd/yyyy	Fast Payment	Marriott Hotels		177.00	24,741.93
mm/dd/yyyy	Fast Payment	Abelio Scotrail Ltd		122.22	24,619.71
mm/dd/yyyy	Fast Payment	Cheque 000234		1,200.00	23,419.71
mm/dd/yyyy	Int. Bank	Interest Paid	9.33		23,429.04
mm/dd/yyyy	DD	OVO Energy		270.00	23,159.04
mm/dd/yyyy	BACS	Toyota Online		10,525.40	12,633.64
mm/dd/yyyy	BACS	HMRC		1,000.00	11,633.64
mm/dd/yyyy	DD	OVLA		280.00	11,353.64
mm/dd/yyyy	EBP	Michael Kor Salary		1,554.00	9,799.64
mm/dd/yyyy	DD	BOS Mastercard		4,000.00	5,799.64

Note: