



SRUC

FE Funding Application

Evidence Required

Contents

ID documents	2
Lone parent	5
Dependent Children	8
Evidence of "Other" Income	11
Evidence of parental income	12
Employed – P60 and March Payslip	13
Self Employed – 2020 SA302	14
Balance Sheet from Accountant	15
Benefits	16

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)		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


CAUTION: THERE ARE OFFENCES RELATING TO FALSIFYING OR ALTERING A CERTIFICATE AND USING OR POSSESSING A FALSE CERTIFICATE. ©CROWN COPYRIGHT

System No. 509676548

WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.

Lone parent

Council tax letter



Postal Address:
PO Box 38
Glasgow
G1 1JF

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

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

Your Reference is: 00000000
Please quote this on all correspondence

Reason for issue: Annual Bill

Date of issue: 2 March 2019
Bill Number: 1771

30699A

Private & Confidential 0
Joe Minger
136 Tant Road
Glasgow
G1 1JF

CALLER ADDRESS IF DIFFERENT

2019/2020 COUNCIL TAX AND WATER SERVICE CALCULATION

Charges for Band C from 01.04.2019 to 31.03.2020

Glasgow Council Tax	£1197.35
Scottish Water -Water Charge	£182.72
Scottish Water -Waste Water Charge	£212.56
Less Reductions (if applicable)	
Single Adult Discount - Council Tax (01.04.2019 - 31.03.2020)	-£299.33
Discount - Water Charge	-£45.68
Discount - Waste Water Charge	-£53.04
Council Tax Reduction (see breakdown below)	-£968.00
Plus Additions (if applicable)	
BALANCE DUE FOR 2019/2020	£296.16

Council Tax and Water Service Charges Notice for 2019/2020

Period of Charge: 01.04.2019 to 31.03.2020

Instalment Profile:(Amount Payable **£296.16** for 2019/2020)

Due Date	Amount	Due Date	Amount
01.04.2019	£26.16	01.09.2019	£30.00
01.05.2019	£30.00	01.10.2019	£30.00
01.06.2019	£30.00	01.11.2019	£30.00
01.07.2019	£30.00	01.12.2019	£30.00
01.08.2019	£30.00	01.01.2020	£30.00

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/ct

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.scotishwater.co.uk/you-and-your-home/your-charges

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/ct/billing

Our website www.glasgow.gov.uk/ct 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 purpose 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.

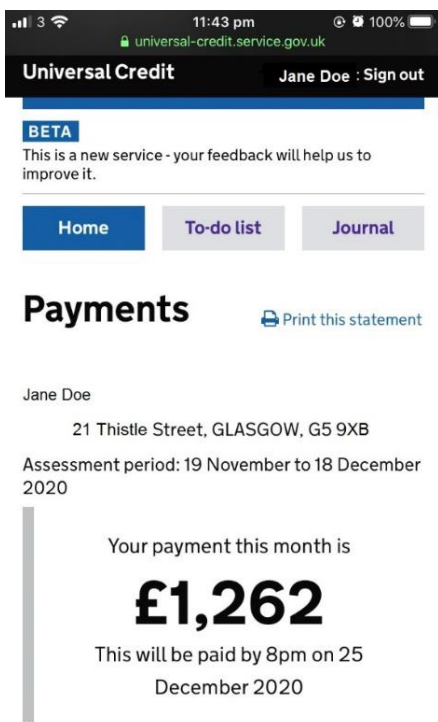
POST OFFICE

PayPoint

6331 7790 8111 6321 904

Upload BOTH sides of the page

Universal Credit Screenshot



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](#)

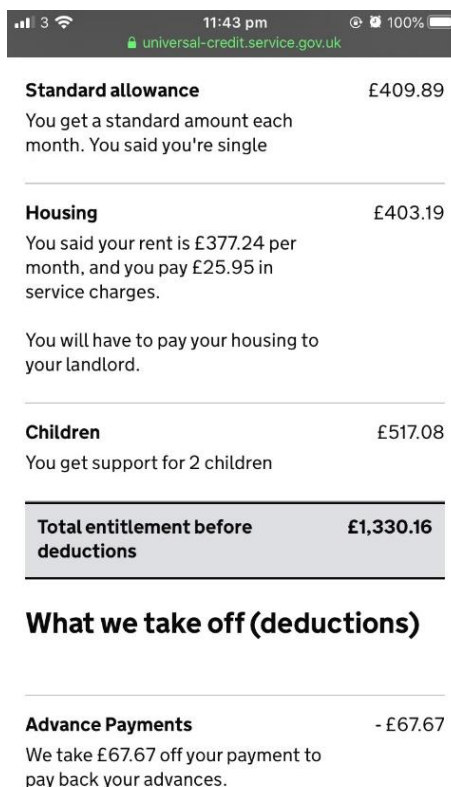
Jane Doe
21 Thistle Street, GLASGOW, G5 9XB
Assessment period: 19 November to 18 December 2020

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.

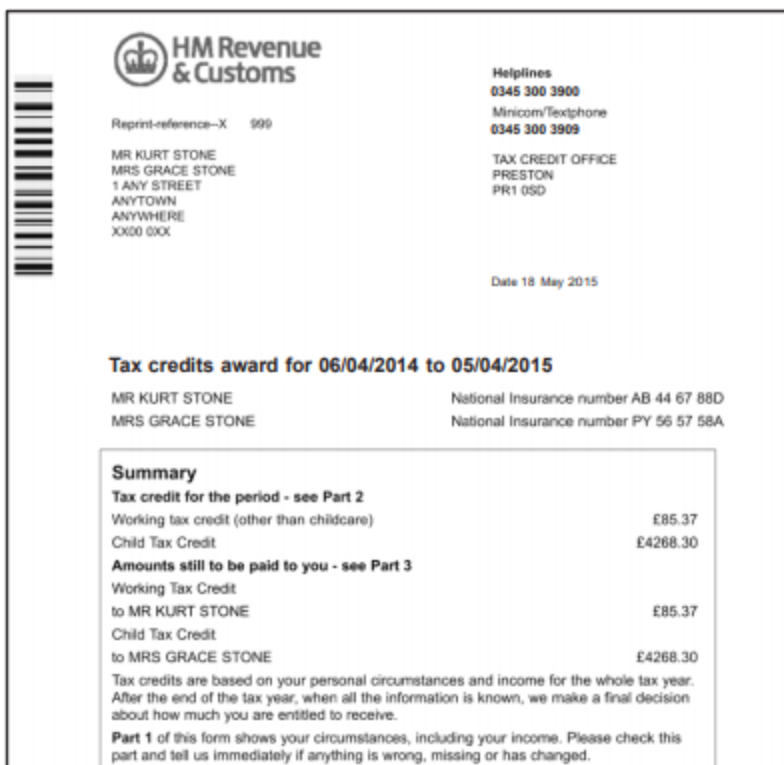
Children £517.08
You get support for 2 children

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.

Tax Credit Award



HM Revenue & Customs

Reprint-reference-X 999

MR KURT STONE
MRS GRACE STONE
1 ANY STREET
ANYTOWN
ANYWHERE
XX00 0XX

Helplines
0345 300 3900
Minicom/Textphone
0345 300 3909

TAX CREDIT OFFICE
PRESTON
PR1 0SD

Date 18 May 2015

Tax credits award for 06/04/2014 to 05/04/2015

MR KURT STONE National Insurance number AB 44 67 88D
MRS GRACE STONE National Insurance number PY 56 57 58A

Summary	
Tax credit for the period - see Part 2	
Working tax credit (other than childcare)	£85.37
Child Tax Credit	£4268.30
Amounts still to be paid to you - see Part 3	
Working Tax Credit to MR KURT STONE	£85.37
Child Tax Credit to MRS GRACE STONE	£4268.30

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

Part 1 of this form shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

Claimants

Your tax credits are based on you being part of a couple. If you have separated, please tell us. You may be able to make a new claim to tax credits, either on your own or as part of a new couple.

MR KURT STONE

You work 16 hours a week.

MRS GRACE STONE

You claimed tax credits jointly with the person named above.

You work 16 hours a week

Qualifying children and young people

- 1 aged one or less.
- 3 aged between one and sixteen.
- 3 aged between sixteen and twenty.

Childcare costs

You have no qualifying childcare costs. If you start to pay for childcare and you qualify for Working Tax Credit you may be able to claim the childcare element of Working Tax Credit. Contact us for details.

Income

Your income for the year 6 April 2014 to 5 April 2015
 This is the information we have about your income. Please check that it is correct.

MR KURT STONE

Earnings as an employee	£10000.00	
Your total income		£10000.00

MRS GRACE STONE


Earnings as an employee	£5000.00	
Your total income		£5000.00

Total income for the year 6 April 2014 to 5 April 2015		£15000.00
---	--	------------------

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

CERTIFIED COPY			OF AN ENTRY	BBB
Pursuant to the Births and			Deaths Registration Act 1953	
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

CAUTION: THERE ARE OFFENCES RELATING TO FALSIFYING OR ALTERING A CERTIFICATE AND USING OR POSSESSING A FALSE CERTIFICATE. ©CROWN COPYRIGHT

System No. 509676548

WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.

Tax Credit Award or Child Benefit Letter



Helplines
0345 300 3900
 Minicom/Textphone
0345 300 3909

Reprint-reference-X 999

MR KURT STONE
 MRS GRACE STONE
 1 ANY STREET
 ANYTOWN
 ANYWHERE
 XX00 0XX

TAX CREDIT OFFICE
 PRESTON
 PR1 0SD

Date 18 May 2015

Tax credits award for 06/04/2014 to 05/04/2015

MR KURT STONE
 MRS GRACE STONE

National Insurance number AB 44 67 88D
 National Insurance number PY 56 57 58A

Summary

Tax credit for the period - see Part 2

Working tax credit (other than childcare)	£85.37
Child Tax Credit	£4268.30

Amounts still to be paid to you - see Part 3

Working Tax Credit	
to MR KURT STONE	£85.37
Child Tax Credit	
to MRS GRACE STONE	£4268.30

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

Part 1 of this form shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

Claimants

Your tax credits are based on you being part of a couple. If you have separated, please tell us. You may be able to make a new claim to tax credits, either on your own or as part of a new couple.

MR KURT STONE
 You work 16 hours a week.

MRS GRACE STONE
 You claimed tax credits jointly with the person named above.
 You work 16 hours a week

Qualifying children and young people

1 aged one or less.
 3 aged between one and sixteen.
 3 aged between sixteen and twenty.

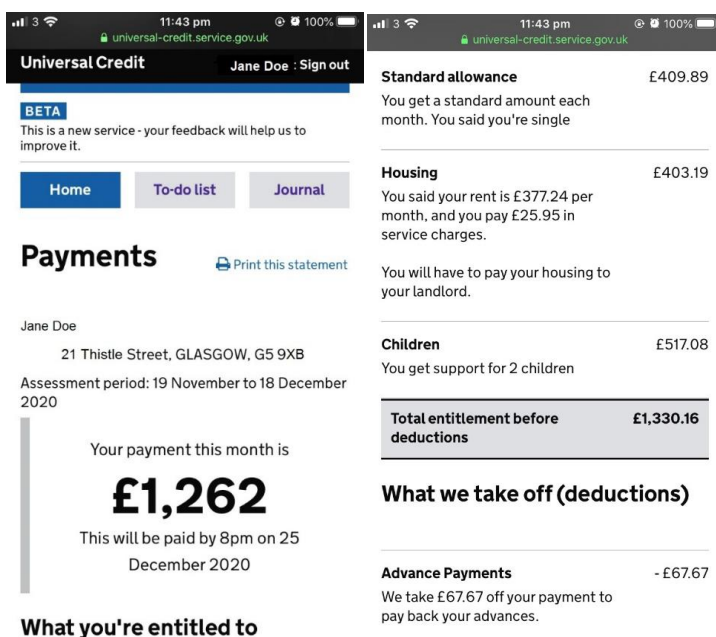
Childcare costs

You have no qualifying childcare costs. If you start to pay for childcare and you qualify for Working Tax Credit you may be able to claim the childcare element of Working Tax Credit. Contact us for details.

Income
Your income for the year 6 April 2014 to 5 April 2015
This is the information we have about your income. Please check that it is correct.

MR KURT STONE		
Earnings as an employee	£10000.00	
Your total income		£10000.00
MRS GRACE STONE		
Earnings as an employee	£5000.00	
Your total income		£5000.00
Total income for the year 6 April 2014 to 5 April 2015		£15000.00

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 £388.88 per month, and you pay £28.52 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
 WU38
 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 - 19:30 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

Tax year to 5 April **2019**

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

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

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 0.00	Statutory Paternity Pay £ p 0.00	Statutory Shared Parental Pay £ p 0.00	Statutory Adoption Pay £ p 0.00	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	Tax deducted	Enter 'R' in this box if net refund
	£ p	£ p	
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

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	
	£	p	£	p
In previous employment(s)		0.00		0.00
In this employment	24000.00		2428.00	
<small>if refund mark 'R'</small>				
Total for year		24000.00		2428.00

Final tax code: **1185L**

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

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
	£	£	£	£ p
A	6036	2338	15576	1870.56

Statutory Maternity Pay

£ p

0.00

Statutory Paternity Pay

£ p

0.00

Statutory Shared Parental Pay

£ p

0.00

Statutory Adoption Pay

£ p

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

OID:

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		<u>15,730</u>
 <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)
		<u>15,730</u>

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**

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

Address

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

Web www.gov.uk

Date 16 July 2018
NI number

Dear Name

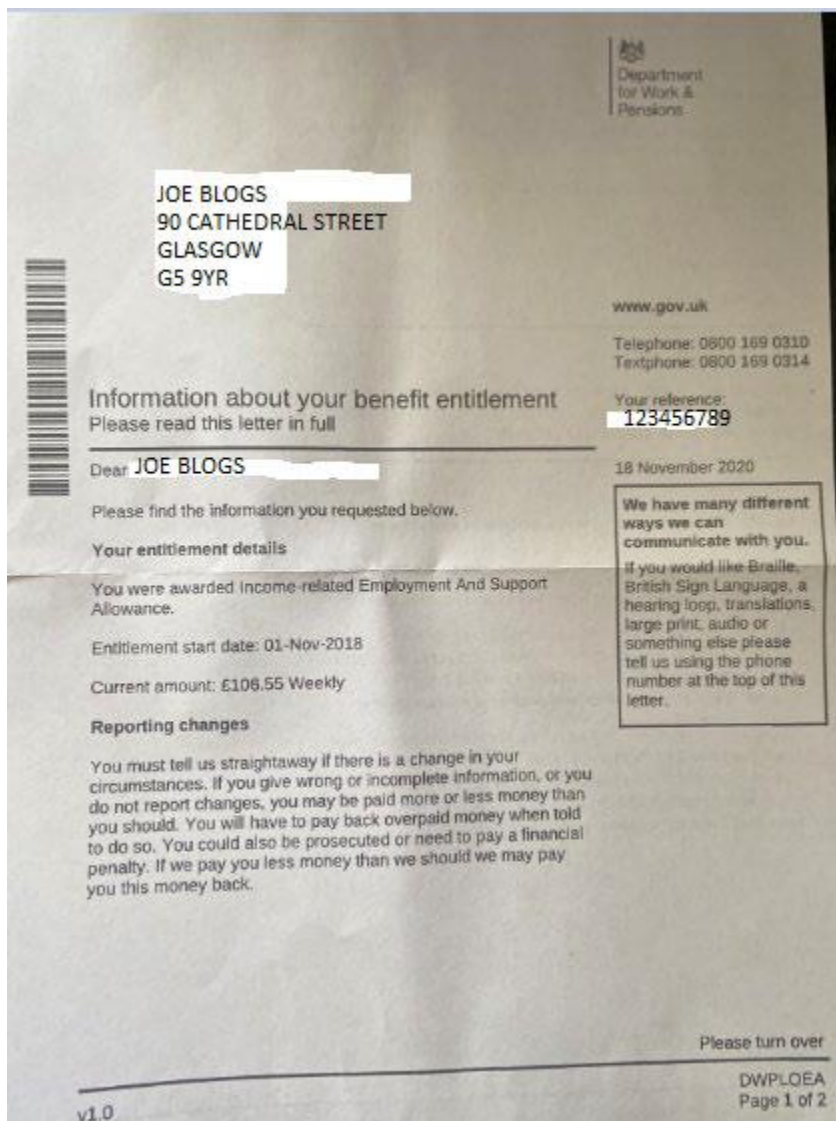
Employment history

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



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: