



## Universal Credit first appointment check list



### What to take with you:

- Evidence of Identity (photo identity if possible)
- Proof of Address
- Proof of your National Insurance Number
- Proof of where your benefit is going to be paid (bank statement etc)
- Landlords Address
- Tenancy Agreement (making sure service charges are clear)
- Evidence of Mortgage, Home ownership
- Proof of any Savings
- Proof of all of your income (wages, pension etc)
- P45 if you have left Work
- Proof of any other benefits you are receiving
- Birth Certificates for your children
- Child benefit references (will be on a letter from them)
- Fit Note, Medical Evidence

### What to ask for:

- Advance payment (make sure you ask for enough you can't ask again)
- Negotiate claimant commitment (health, caring responsibility, reading and writing ability, addiction)
- Nominate a main carer for children if you are part of a couple
- Too sick to work
- Alternative Payment Arrangement for your Personal Element (more frequent payments if you have health issues or debt/budgeting difficulties)
- Alternative Payment Arrangement for housing costs (direct to landlord if you have health issues or debt/budgeting difficulties)
- Support with your claim – Citizens Advice (work coach can book appointment)
- Help with Training and Travel (flexible support fund)

### What else to remember:

- Claim Council Tax support from your Local Authority
- Get free debt advice