

## What Do I Need In Order To Apply For Universal Credit

Before applying for Universal Credit make sure that you have this key information to hand. It will help you to make sure that you have all the required information in order to complete your claim at once and help you access the help you need as quickly as possible.

Start your application for Universal Credit when you have all of these details for you and if applicable, your partner:-

- Your postcode
- Your National Insurance Number (this may be on a payslip or letter from DWP or HMRC. You can call a helpline if you cannot find it and they may be able to assist. The number is 0300 200 3500)
- Details of all your household income – earnings, DWP benefits, Tax Credits, pensions etc.
- Details of any capital you have, including your bank details (sort code and account number) so that they can pay your entitlement to you
- An email address
- Child Benefit reference numbers – these will be on letters sent to you about child benefit and will start with CHB and is made up of 8 numbers and 2 letters. You can phone the Child Benefit Office on 0300 200 3100 if you need help with this
- Your landlords name, address and phone number (**Dumfries and Galloway Housing Partnership, Grierson House, The Crichton, Bankend Road, Dumfries, DG1 4ZS. Tel: 0800 011 3447**)
- Details of how much rent you pay including any service charges – contact DGHP if you need this information. **It is important that you answer yes to the question that asks if you live in a rented property as this is what will make sure that your housing costs are assessed for Universal Credit.**
- How much you pay for childcare if you want to claim help with childcare costs.

**Proof of all these details will be required at your interview at the Job Centre so you will need to ensure that you keep these documents in a safe place and take them with you on the day of your interview.**