



Remember...
 If you enter any personal details on this checklist, keep it somewhere safe

This checklist is for couples applying for Universal Credit. Before making a Universal Credit application, you need to have access to each of the following:

<p>Email</p>	<p>You will both need an email address to apply for Universal Credit, as your Work Coach will contact you separately. If you need help to set up an email address, find your nearest Online Centre where someone will be able to help you.</p> <p>www.onlinecentresnetwork.org/ournetwork/find-centre</p>
<p>Access to a computer or tablet and mobile phone</p>	<p>You can use computers at your local library or Online Centre.</p>
<p>Bank account</p>	<p>As a couple, you need to have a bank account that your Universal Credit will be paid into. If you don't have a bank account, the Money Advice service website has information about choosing a bank account for benefits payments:</p> <p>www.moneyadviceservice.org.uk/en/articles/choosing-a-bank-account-for-your-universal-credit-payment</p>
<p>National Insurance number</p>	<p>If you've lost your National Insurance card or letter, you can find your number on payslips, letters from HMRC or benefits award letters. For lost National Insurance numbers visit:</p> <p>www.gov.uk/lost-national-insurance-number</p>

You and your partner will need to each complete a Universal Credit application form if you are both making a Universal Credit claim. You can join your claims together by logging onto your Universal Credit accounts on GOV.UK.

It's a good idea to get all of the following documents ready and in order before you or your partner begin your applications. Highlighting any reference numbers you need may also be useful. You'll also need these documents available for when you attend the interview at Jobcentre Plus.

Your email address

Your partner's email address

Your mobile number

Your partner's mobile number

Your postcode

Your National Insurance number

Your partner's National Insurance number

The bank, building society or credit union account that your Universal Credit is will be paid into:

Name of bank

Account number

Sort code

Your accommodation type (e.g. private rental, owned, council tenant or housing association tenant) If you don't normally pay rent yourself you will need to under the new Universal Credit system.

How often your rent/mortgage is paid (e.g. monthly or four-weekly)

How much your rent/mortgage costs

Your landlord's address
(if applicable)

Your landlord's phone
number

You can find details about your rent and your landlord's address and phone number on your rent agreement, rent statement or rent book. You'll need a copy of one of these as evidence for your Universal Credit application.

You may need to include some additional information to your application, depending on your circumstances. Read through the checklist, and if any of the following apply to you, you'll need to include them in your application.

- Details of any savings or investments you have
- Details of any income that's not from work e.g. private pension
- Details of your income from work
- Details of any other benefits you receive (including which benefits and how much you have received)
- How much you pay for childcare (if this cost is being claimed on your application)
- Details of your childcare provider (Childcare (Ofsted) reference number – usually starts with EY)
- Details of any health conditions and your latest 'Fit Note'