

# UNIVERSAL CREDIT EVIDENCE GUIDE

## Statement

Your payment this month is

# £556

This will be paid by 8pm on 22 February 2017

This section must state your name and current address.

The statement you provide must be the most recent statement you have.

## How we calculate your payment

Your payment is based on what you've told us and covers the period between



It is important to tell Universal Credit immediately about any changes in your circumstances that could affect your Universal Credit payments.  
[Report a change in my circumstances](#)

<b>Standard allowance</b>	<b>£317.82</b>
You receive a standard Universal Credit allowance each month	

<b>Housing</b>	<b>£420.00</b>
You said that your rent is £400.00 per month, and you pay £20.00 in service charges each month	

<b>Children</b>	<b>£250.00</b>
You said that you have 1 child	

<b>Disabled children</b>	<b>£100.00</b>
You said that you have 1 disabled child	

<b>Childcare</b>	<b>£50.00</b>
You said that you have 1 child in childcare	

<b>Carer</b>	<b>£30.00</b>
You said that you're caring for 1 adult(s)	

<b>Limited capability for work and work-related activity</b>	<b>£50.00</b>
You said that you're unable to work	

<b>Total before adjustments</b>	<b>£1,217.82</b>
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**Payment to your landlord**

We currently pay this to your landlord towards your rent.

**The total we take off for payment to your landlord is £420.00**

**Take-home pay**

Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted

Your total take-home pay for this period is £50.00

The earnings are based on earnings from employment

The first £111.00 of your take-home pay doesn't affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this amount reduces your Universal Credit by 65 pence.

**The total we take off for take-home pay is £10.00**

**Other income**

We take into account other income that you have, such as pensions, and educational grants.

**The total we take off for other income is £20.00**

**Other benefits**

You were still receiving these benefits when your claim started.

Income Support £10.00

Jobseeker's Allowance £10.00

Employment and Support Allowance £10.00

Income Support £10.00

An average of other benefits that you're continuing to claim.

Widowed Mother's Allowance £10.00

Jobseeker's Allowance £10.00

Maternity Allowance £10.00

Bereavement Allowance £10.00

Widow's Pension £10.00

Carer's Allowance £10.00

Employment and Support Allowance £10.00

Severe Disablement Allowance £10.00

Industrial Injuries Disablement Benefit £10.00

State Pension £10.00

Widowed Parent's Allowance £10.00

Incapacity Benefit £10.00

**The total we take off for other benefits is £160.00**

If you are working we must see the section showing your take home pay for the period.

If your take home pay fluctuates you will need to provide multiple statements to show the various levels of pay.

If you are not on any other benefits this section will not appear on your statement.

If you are receiving Carer's Allowance we need to see this section.

If other deductions are not made from your award this section will not appear on your statement and we do not need to see it.

#### Savings and investments

We make a deduction for any savings, investments and capital that you have if they are over £6000.

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**The total we take off for savings investments and capital is** **£20.00**

#### Total adjustments

We have adjusted your payment based on the details you gave us. This includes adjustments for any income you receive which is not take-home pay as well as adjustments for any capital you may have.

**If you need help with this, please call 0345 600 4272.**

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**Total adjustments** **£630.00**

#### Benefit cap limit

The total amount of benefits you get can't be more than £1,500. Childcare costs aren't included in the benefit cap and won't be reduced, even if this means you're paid more than the benefit cap limit.

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**The total taken off for the benefit cap limit is** **£1.00**

#### Fraud penalties

We deduct money for a loss of benefit penalty from your payment if you've either:

- been convicted of benefit fraud
- accepted a penalty instead of being prosecuted (known as an administrative penalty)

For a list of fraud penalties go to your [journal](#).

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**The total we take off for penalties is** **£10.00**

#### Sanctions

We deduct money from your payment if you have failed to meet the conditions of claiming Universal Credit as set out in your commitments.

For a list of sanctions, please refer to your [journal](#).

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**The total we take off for sanctions is** **£10.00**

#### Deductions

We deduct money from your payment to repay rent arrears, overpayments, and to pay third parties on your behalf such as your landlord or utility companies

For a list of deductions, please refer to your [journal](#).

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**The total we take off for deductions is** **£10.00**

Total payment for this month

£556.82

### What can I do if I think this statement is incorrect?

It is important that you tell us straight away.

You can ask for a written explanation. You need to contact us **within 1 month of the date on this statement (07 March 2017)**. Call us on 0345 600 4272. Alternatively, you can write to us at Freepost DWP UNIVERSAL CREDIT FULL SERVICE.

If you have new information that could affect your payment or think something has been overlooked, you can request a **mandatory reconsideration**. When we've looked at the decision again, we'll explain our reasons in a **mandatory reconsideration notice**.

### Can I appeal?

If after a mandatory reconsideration, you still disagree with our decision you can appeal it. Your mandatory reconsideration notice includes details on how to do this.

### Other support you may be able to get

You may be able to get extra support, eg free school meals, food if you're on a low income, help with legal costs and the costs of council tax reductions. You'll find more information about other support on our website.

### Examples of support you can get

What you can get may depend on how much you earn.

Your take-home pay for this Universal Credit period is **£50.00**.

#### If your take-home pay per month is up to

**£435**

(or up to **£935** if you are responsible for a child or have limited capability for work)  
There are currently no pay limits in Wales

**£1,250**

**£1,250**

(including any other income)

#### You may be able to get help with

##### Health costs

Including free NHS prescriptions, free NHS wigs and fabric supports, free NHS dental treatment, free sight tests in England (NHS eye examinations are already free in Scotland), vouchers towards the cost of glasses or contact lenses and help with the cost of travel to receive NHS treatment on referral.

##### Energy-saving home improvements

The ECO Affordable Warmth scheme may be able to help you with energy-saving measures like a new boiler or insulation.

##### Prison visits

If you're over 18 you can get help with the costs of visiting a close relative or partner in prison.

It is your responsibility to make sure that any information you supply in support of your claim to any of these benefits is correct. Government departments can conduct checks on whether you are currently entitled to Universal Credit and on the amount you are earning.

[► Could we improve this page?](#)

If you are not working this section must be opened.

If you are not working and the amount show in £0.00 we need to see this section of your statement.

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