**Universal Credit – Making a Claim**

If you are going to make a claim for Universal Credit, you will need to get some information together before you can make the application. This factsheet gives advice on what information you should collect.

You will normally have to make a claim online. If you need support on making a claim online ask for “Fact Sheet UC 2 – Universal Credit – Support to make an Online Claim”.

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| □ | E-mail address – if you don’t have one ask for the “Fact Sheet UC3 – Getting an e-mail address” |
| □ | Your postcode |
| □ | Your NI (National Insurance) number (telephone HMRC 0300 200 3500 if you can’t remember/find it) |
| □ | Details of the account to pay the money into. There is more information on this at: <https://www.moneyadviceservice.org.uk/en/articles/basic-bank-accounts> if you want to open an account or at <https://www.gov.uk/payment-exception-service> if you want to use simple payments |
| □ | Your accommodation type – eg are you a tenant (private or housing association), owner occupier? |
| □ | Details of how much you pay monthly or weekly for accommodation – you will need a copy of your tenancy agreement if you rent |
| □ | Landlord address and phone number (if you rent) |
| □ | Details of saving or capital you have |
| □ | Details of all income not from work eg private pension, insurance plan |
| □ | How much you last earned at work and the period it covers (payslip or bank statement) |
| □ | Childcare costs you last paid or will be paying and the period it covers |
| □ | Details of any other benefit you get (bank statement/letters) |
| □ | If claiming for children the Child Benefit reference number(s) (telephone child benefit helpline 0300 200 3100) |