

Acceptable Documentation for Proof of Income

Evidence required for participants who are employed

- Last 3 pay slips
- Employees income details completed on company headed paper and signed by manager
- If learner has just started new job ~ letter of job offer or copy of contract stating start date and annual salary accepted as proof of income.
- P60

If required to calculate the participant's annual income you must use the most recent 3 months' (or 3 weeks' if paid weekly) pay information and multiply it to provide the estimated annual sum.

Note that the following pay slip payments must be considered when checking that the income amounts to less than £22,000 per annum:

- Overtime
- Commission
- Shift Allowance
- SSP – Statutory Sick Pay
- DIA - Distant Islands Allowance
- Bonus payments

Evidence required for participants who are self-employed

- Letter from learner on their company headed paper confirming income details
- Copy of their self-assessment tax return

Evidence required for participants who are not employed

The following are accepted as passport benefits/tax credits:

- Jobseekers Allowance
- Income Support
- Employment and Support Allowance
- Carers Allowance
- Pension Credit
- Maximum Rate Child Tax Credit
- Universal Credit

Benefit evidence accepted:

- Headed letter from Jobcentre Plus/Social Security Benefit Office confirming that the learner is in receipt of one of the above benefits. The letter should be within the last three months or clearly state that the applicant is in receipt of current benefit
- Disability Living Allowance and Attendance allowance payments are not counted as income but are not passport benefits

Retired people under age of retirement:

- They need to provide evidence of their private pension
- P60 for pension is acceptable

Retired people over retirement age:

- Evidence of their private and state pension
- P60 for pension is acceptable
- A copy of a bank statement showing payment reference DWP-SP is acceptable

Learners who are currently Prisoners

- Letter signed by the Learning Support Officer