



# SRUC

## FE Funding Application

Evidence Required

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Birth Certificate

**CERTIFIED COPY**  
Pursuant to the Births and



**OF AN ENTRY**  
Deaths Registration Act 1953

**BBB**

<b>BIRTH</b>		Entry No.
Registration district		Administrative area
1. Date and place of birth <b>CHILD</b>		
2. Name and surname		3. Sex
4. Name and surname <b>FATHER</b>		
5. Place of birth	6. Occupation	
7. Name and surname <b>MOTHER</b>		
8.(a) Place of birth	8. (b) Occupation	
9.(a) Maiden surname	9. (b) Surname at marriage if different from maiden surname	
10. Usual address (if different from place of child's birth)		
11. Name and surname (if not the mother or father) <b>INFORMANT</b>		12. Qualification
13. Usual address (if different from that in 10 above)		
14. I certify that the particulars entered above are true to the best of my knowledge and belief		Signature of informant
15. Date of registration	16. Signature of registrar	
17. Name given after registration, and surname		

Certified to be a true copy of an entry in a register in my custody.

..... { ..... \*Supersintendent Registrar Date  
 ..... \*Registrar  
 \*Strike out whichever does not apply

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System No. 509676548

**WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.**



# Lone parent

## Council tax letter



**Postal Address:**  
PO Box 39  
Glasgow  
G1 1JF

**WEBSITE & ONLINE HELP:**  
[www.glasgow.gov.uk/tc](http://www.glasgow.gov.uk/tc)

**PAYMENTS LINE: 0141 287 0300**  
(Lines open 24 hours - 7 days)

**Your Reference is: 85583888**  
Please quote this on all correspondence

**Reason for issue: Annual Bill**

**Date of issue: 2 March 2019**

**Bill Number: 1771**

**BILLED ADDRESS IF DIFFERENT**

Private & Confidential 0  
Joe Hogg  
136 Test Road  
Glasgow  
G1 1JF

**Council Tax and Water Service Charges Notice for 2019/2020**

Period of Charge: 01.04.2019 to 31.03.2020

Instalment Profile: (Amount Payable **£296.16** for 2019/2020)

Due Date	Amount	Due Date	Amount
01.04.2019	£26.16	01.09.2019	£30.00
01.05.2019	£30.00	01.10.2019	£30.00
01.06.2019	£30.00	01.11.2019	£30.00
01.07.2019	£30.00	01.12.2019	£30.00
01.08.2019	£30.00	01.01.2020	£30.00

**Payment instructions: You currently pay by Direct Debit (1st of the month).**

**PLEASE NOTE PAYMENT SHOULD NOT BE WITHHELD PENDING THE RESULT OF ANY APPLICATION OR DECISION AND THAT RECENT PAYMENTS MAY NOT BE INCLUDED.**

**WAYS TO PAY**

**ONLINE** - At [www.glasgow.gov.uk/tc](http://www.glasgow.gov.uk/tc)

**DIRECT DEBIT** - Fortnightly, 4 weekly or monthly on the 1st, 8th, 15th, 22nd or 28th

**CREDIT/DEBIT CARD** - By calling 0141 287 0300 (Lines are open 24 hours)

**PAYPOINT OR POST OFFICE** - Using the barcode printed below

**For information relating to your Water & Waste Water charges please visit:**  
[www.scottishwater.co.uk/you-and-your-home/your-charges](http://www.scottishwater.co.uk/you-and-your-home/your-charges)




PayPoint 6331 7790 8111 6321 904

**2019/2020 COUNCIL TAX AND WATER SERVICE CALCULATION**

Charges for Band C from 01.04.2019 to 31.03.2020

Glasgow Council Tax	£1197.35
Scottish Water - Water Charge	£182.72
Scottish Water - Waste Water Charge	£212.16
<b>Less Reductions (if applicable)</b>	
Single Adult Discount - Council Tax (01.04.2019 - 31.03.2020)	-£269.33
Discount - Water Charge	-£45.68
Discount - Waste Water Charge	-£53.04
Council Tax Reduction (see breakdown below)	-£396.00
<b>Plus Additions (if applicable)</b>	
<b>BALANCE DUE FOR 2019/2020</b>	<b>£296.16</b>

---

**Council Tax Reduction (Breakdown)**

<b>Council Tax Reduction Total</b>	<b>-£396.00</b>
------------------------------------	-----------------

**SAVE TIME GO ONLINE** [www.glasgow.gov.uk](http://www.glasgow.gov.uk)

**GO PAPERLESS – Register for your Council Tax e-bill**  
Environmentally Friendly | Convenient | Secure - sign up at [www.glasgow.gov.uk/ctebilling](http://www.glasgow.gov.uk/ctebilling)

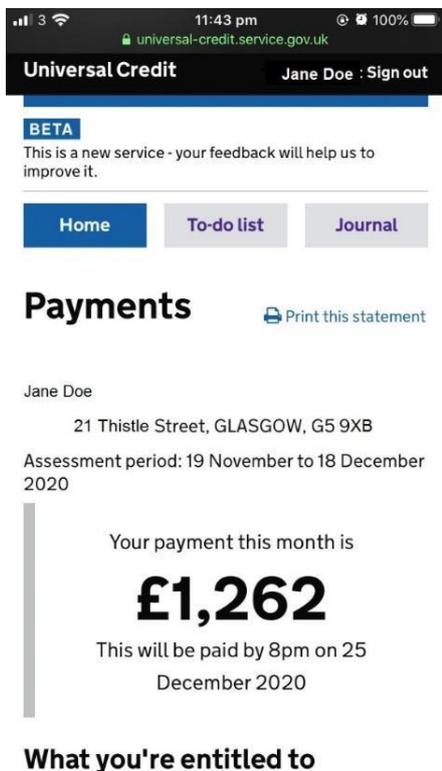
Our website [www.glasgow.gov.uk/tc](http://www.glasgow.gov.uk/tc) will provide more information on:

- How we work out your Council Tax and who is responsible for paying Council Tax
- Appealing against your Council Tax band
- If you are having problems making your payments, including late or missed payments
- Appealing against who is responsible for paying Council Tax (Non-valuation appeals)
- Council Tax Reduction including how to get a detailed breakdown and requesting a review
- Council Tax exemption, discounts and disabled persons reduction
- The Council's Budget
- Contacting us

The personal data contained in this document is held by Glasgow City Council for purposes of assessing and collecting Council Tax. At Glasgow City Council, we believe in protecting your privacy. For this reason, we have updated and extended our privacy statements to comply with the General Data Protection Regulation (GDPR). Our Privacy Statement explains who we are, why we need your personal information and what we do with it, the legal basis for using the information, who we share it with, how long we keep it and your rights under data protection law. We provide a copy of this privacy statement online at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) (general privacy statement) or [www.glasgow.gov.uk/counciltax](http://www.glasgow.gov.uk/counciltax) for the specific statement relating to Council Tax. The general privacy statement can also be accessed when you call the Council Tax number and select the appropriate option.

Upload BOTH sides of the page

## Universal Credit Screenshot



11:43 pm 100%  
universal-credit.service.gov.uk

**Universal Credit** Jane Doe : Sign out

**BETA**  
This is a new service - your feedback will help us to improve it.

Home To-do list Journal

### Payments [Print this statement](#)

Jane Doe  
21 Thistle Street, GLASGOW, G5 9XB  
Assessment period: 19 November to 18 December 2020

Your payment this month is

# £1,262

This will be paid by 8pm on 25 December 2020

### What you're entitled to



11:43 pm 100%  
universal-credit.service.gov.uk

<b>Standard allowance</b>	£409.89
You get a standard amount each month. You said you're single	
<b>Housing</b>	£403.19
You said your rent is £377.24 per month, and you pay £25.95 in service charges.	
You will have to pay your housing to your landlord.	
<b>Children</b>	£517.08
You get support for 2 children	
<b>Total entitlement before deductions</b>	<b>£1,330.16</b>

### What we take off (deductions)

<b>Advance Payments</b>	- £67.67
We take £67.67 off your payment to pay back your advances.	

### Dependent Children

This means any brothers or sisters living at home, please do not include any brothers or sisters who are working or registered unemployed.

### Birth Certificate

**CERTIFIED COPY**  **OF AN ENTRY**  
 Pursuant to the Births and Deaths Registration Act 1953

**BBB**

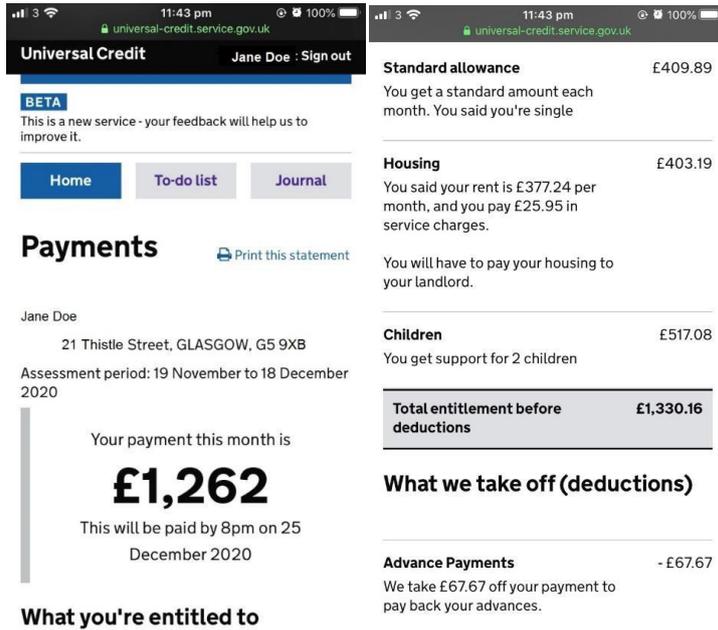
<b>BIRTH</b>		Entry No.
Registration district		Administrative area
1. Date and place of birth <b>CHILD</b>		
2. Name and surname		3. Sex
4. Name and surname <b>FATHER</b>		
5. Place of birth	6. Occupation	
7. Name and surname <b>MOTHER</b>		
8.(a) Place of birth	8. (b) Occupation	
9.(a) Maiden surname	9. (b) Surname at marriage if different from maiden surname	
10. Usual address (if different from place of child's birth)		
11. Name and surname (if not the mother or father) <b>INFORMANT</b>		12. Qualification
13. Usual address (if different from that in 10 above)		
14. I certify that the particulars entered above are true to the best of my knowledge and belief		Signature of informant
15. Date of registration	16. Signature of registrar	
17. Name given after registration, and surname		

Certified to be a true copy of an ~~entry~~ in a register in my custody.

..... { ..... \*Superintendent Registrar Date .....  
 ..... { ..... \*Registrar  
\*Strike out whichever does not apply

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## Universal Credit Screenshots



**Universal Credit** Jane Doe : Sign out

**BETA**  
This is a new service - your feedback will help us to improve it.

[Home](#) [To-do list](#) [Journal](#)

### Payments

[Print this statement](#)

Jane Doe  
21 Thistle Street, GLASGOW, G5 9XB  
Assessment period: 19 November to 18 December 2020

Your payment this month is

# £1,262

This will be paid by 8pm on 25 December 2020

#### What you're entitled to

<b>Standard allowance</b>	£409.89
You get a standard amount each month. You said you're single	
<b>Housing</b>	£403.19
You said your rent is £377.24 per month, and you pay £25.95 in service charges.	
You will have to pay your housing to your landlord.	
<b>Children</b>	£517.08
You get support for 2 children	
<b>Total entitlement before deductions</b>	<b>£1,330.16</b>

#### What we take off (deductions)

<b>Advance Payments</b>	- £67.67
We take £67.67 off your payment to pay back your advances.	

### Payments

YOUR NAME

YOUR ADDRESS

Assessment period: 19 July to 18 August 2020

Your payment this month is

# £1000

This will be paid by 8pm on 25 August 2020

#### What you're entitled to

<b>Standard allowance</b>	£409.89
---------------------------	---------

You get a standard amount each month. You said you're single

<b>Housing</b>	£415.20
----------------	---------

You said your rent is £388.88 per month, and you pay £26.52 in service charges.

We can pay your landlord £415.20 towards your housing.

<b>Children</b>	£517.08
-----------------	---------

You get support for 2 children

<b>Total entitlement before deductions</b>	<b>£1,342.17</b>
--	------------------

#### What we take off (deductions)

<b>Payment to your landlord</b>	- £415.20
---------------------------------	-----------

We currently pay this to your landlord towards your rent.

<b>Total deductions</b>	<b>- £415.20</b>
-------------------------	------------------

Your total payment for this month is

**£926.97**

Please DO NOT send a copy of the list of UC payments unless we specifically ask for it.

## Evidence of "Other" Income

This refers to you, the student, if you receive PIP/DLA/Carer's Allowance or Universal Credit.

**DWP** Department for  
Work and Pensions

Disability and Carers Service  
Website: [www.direct.gov.uk/disability](http://www.direct.gov.uk/disability)

**Disability Living Allowance**

Your reference is 1098111NY  
Please tell us this number  
if you get in touch with us

Alan Smith  
23 College Road  
Abingdon  
OX14 2EP

Blackpool Benefits Centre  
MU3B  
Warbreck House  
Warbreck Hill  
Blackpool  
FY2 0YE  
Phone 08457 123456  
TEXTPHONE for the deaf/hard of  
hearing ONLY 08457 224433

Date 09/02/2019

Helpline Opening Hours  
07:30 - 18:30 Monday - Friday

Dear Alan,

**Evidence of Entitlement to Disability Living Allowance**

You have asked us for details of your entitlement to  
Disability Living Allowance.

We can confirm that the highest rate of Disability Living Allowance for help with getting around has been awarded from 11/03/2010 and including 11/03/2010 for an indefinite period.

Higher rate care is currently £ 55.25 each week.

You must let us know if you change your address. You must also let us know straight away if your needs change as this may affect the amount that we can pay you.

---

Page 01 of 01

# Evidence of parental income

Employed – P60

P60 Example 1

**Do not destroy** **P60 End of Year Certificate 2018 - 19**

---

Your employer's name and address  
 Jolly Little Co Limited  
 Unit 12  
 The Industrial Estate  
 Nice Town  
 PE77 9HU

Employer PAYE reference  
 120 / K78564

For employer's use \_\_\_\_\_ Tax year to 5 April **2019**

---

**Employee's details**

National Insurance number: NH000000F

Surname: JAMES

First two forenames: SALLY \_\_\_\_\_

Works/payroll number: 12345

Your private address  
 Flat 5, The Big House  
 Long Street  
 Nice Town  
 Gorgeous County  
 PE77 1PQ

**To the employee:** Keep this certificate in a safe place you will need it if you fill in a tax return. You will also need it to make a claim for tax credits or to renew your claim. It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions. **By law you are required to tell HM Revenue & Customs about any income that is not fully taxed, even if you are not sent a tax return.**  
 HM Revenue & Customs

---

**National Insurance contributions in this employment** (Note: LEL = Lower Earnings Limit, PT = Primary Threshold, UEL = Upper Earnings Limit)

NIC table letter	Earnings at the LEL (where earnings are equal to or exceeding the LEL)	Earnings above the LEL, up to and including the PT	Earnings above the PT, up to and including the UEL	Employee's contributions due on all earnings above the PT	
	£	£	£	£	p
A	6032	2392	31776	3813.12	

---

**Statutory payments** included in the pay 'in this employment' figure below

Statutory Maternity Pay	Statutory Paternity Pay	Statutory Shared Parental Pay	Statutory Adoption Pay	Student Loan deductions
£	£	£	£	In this employment (whole £s)
0.00	0.00	0.00	0.00	1080

---

**Certificate by Employer/Paying Office:**  
 This form shows your total pay for Income Tax purposes in this employment for the year. Any overtime, bonus, commission etc, Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Statutory Shared Parental Pay or Statutory Adoption Pay is included.

**Pay and Income Tax details**

	Pay	Tax deducted
	£	£
In previous employment(s)	0.00	0.00
In this employment	* 40200.00	5428.80
Total for year	40200.00	5428.80

Enter 'R' in this box if net refund

Final tax code: 1185L

\* The figures marked \* should be used for your tax return, if you get one

P60 Example 2

## P60 End of Year Certificate

**Tax year to 5 April 2019**

**To the employee:**

Please keep this certificate in a safe place as **you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits or to renew your claim.**

It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions.

**By law you are required to tell HM Revenue and Customs about any income that is not fully taxed, even if you are not sent a tax return.**

HM Revenue and Customs

**Employee's details**

Surname: DUMONT

Forenames or initials: MARK

National Insurance number: AB 12 34 56 C

Works/payroll number: 0123445

**Pay and Income Tax details**

	Pay		Tax deducted	
	£	p	£	p
In previous employment(s)	0.00		0.00	
In this employment	24000.00		2428.00	if refund mark 'R'
<b>Total for year</b>	<b>24000.00</b>		<b>2428.00</b>	

Final tax code: 1185L

**The figures marked ★ should be used for your tax return, if you get one**

**National Insurance contributions in this employment**

NIC table letter	Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL)	Earnings above the LEL, up to and including the Primary Threshold (PT)	Earnings above the PT, up to and including the Upper Earnings Limit (UEL)	Employee's contributions due on all earnings above the PT
	£	£	£	£ p
<b>A</b>	6036	2338	15576	1870.56

**Statutory payments included in the pay 'In this employment' figure above**

Statutory Maternity Pay	£ p	0.00
Statutory Paternity Pay	£ p	0.00
Statutory Shared Parental Pay	£ p	0.00
Statutory Adoption Pay	£ p	0.00

**Other details**

Student Loan deductions in this employment (whole £s only): £ 0.00

**Your employer's full name and address (including postcode)**

**The Brownie Bakery**  
100 Tree Lane  
London  
W1 1AC

To employee: Mr Mark Dumont  
10 Wheel Road  
London  
R2 8GH

Employer PAYE reference: 576 / HK56200

**Certificate by Employer/Paying Office:**  
This form shows your total pay for Income Tax purposes in this employment for the year. Any overtime, bonus, commission etc, Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Statutory Shared Parental Pay or Statutory Adoption Pay is included.

Self Employed – 2020 SA302



**HM Revenue  
& Customs**

Ref:

Year: 2012

OID:

Name:

**Tax Calculation for 2011-12** (year ended 5 April 2012)

Some of the figures used in this calculation have been adjusted to agree with the taxpayer's self-calculation. Some of the arithmetic may appear incorrect.

**Income received (before tax taken off)**

Pay from all employments	£	7,440.00	
Interest received from UK banks and building societies	£	75.00	
Dividends from UK companies (plus 10% tax credits)	£	55,000.00	
<b>Total income received</b>	£		<b>62,515.00</b>
<i>minus</i> Personal allowance	£		<b>7,475.00</b>
<b>Total income on which tax is due</b>	£		<b>55,040.00</b>

**How I have worked out your Income Tax**

Interest received from a bank or building society etc.	£	40.00	@ 10% =	£	4.00
Dividends from companies etc.	£	34,960.00	@ 10% =	£	3,496.00
	£	20,040.00	@ 32.5% =	£	6,513.00
<b>Total income on which tax has been charged</b>	£	<b>55,040.00</b>			

<b>Income Tax charged</b>	£	<b>10,013.00</b>
<i>minus</i> 10% tax credits on dividends from UK companies (not repayable)	£	<b>5,500.00</b>
<b>Income Tax due after dividend tax credits</b>	£	<b>4,512.77</b>

<i>minus</i> Tax deducted		
Interest received from UK banks and building societies	£	15.00
<b>Total tax deducted</b>	£	<b>15.00</b>
<b>Total Income Tax due</b>	£	<b>4,497.77</b>

Balance Sheet from Accountant

(we would also require the official stamped front/back page)

**DANIEL DEFOE**

Balance Sheet  
as at 5 April 2015

	2015	
	£	£
Profit for the year		23,230
Less: Drawings	16,000	
Private payments	5,500	
		(21,500)
Retained profit		1,730
Capital account brought forward		12,000
Capital introduced		2,000
Capital account carried forward		<u>15,730</u>
<i>represented by</i>		
Fixed assets		800
Current assets		
Debtors	460	
Cash in hand	15,310	
Less: Liabilities		15,770
Trade debtors	540	
Accruals	300	
		(840)
		<u>15,730</u>

## Benefits

We will require evidence of benefit income if your parent is receiving any of the following –

Income Support, Universal Credit, ESA, JSA, Incapacity Benefit

We would first of all ask that you upload the most up to date benefit letter which shows amount of income per week/month or year. If this is not available you can request a Statement of Earnings from HMRC, please see below for an example of this –



**HM Revenue  
& Customs**

**Pay As You Earn and Self Assessment  
HM Revenue and Customs  
BX9 1AS**

Address

**Phone** 0300 200 3300  
For our opening hours go to [www.gov.uk/hmrc/contact](http://www.gov.uk/hmrc/contact) or phone us

**Web** [www.gov.uk](http://www.gov.uk)

**Date** 16 July 2018  
**NI number**

Dear Name

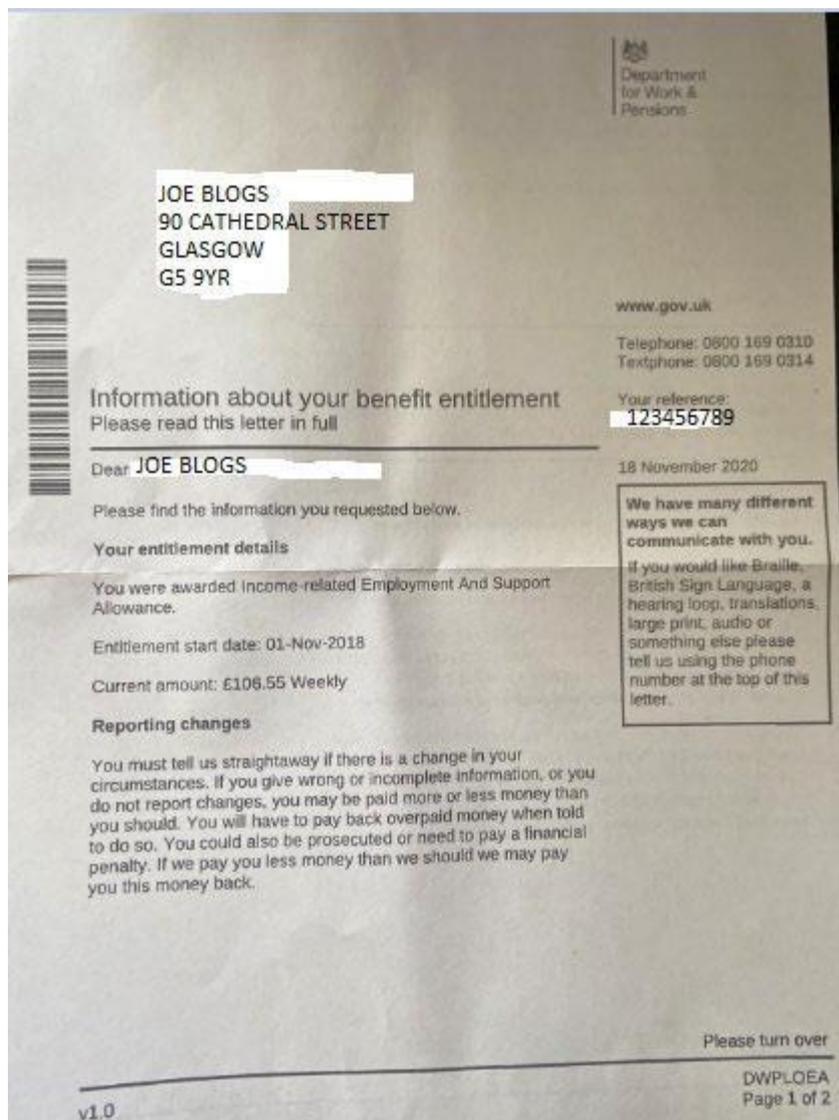
**Employment history**

I am writing about your phone call of 13 July 2018, asking for your employment history. For the tax years 2013 to 2014, 2014 to 2015, 2015 to 2016, 2016 to 2017 and 2017 to 2018 my records show the following.

**Sources of income for the tax year ended 5 April 2014**

Employer/Pension provider	Reference	Start date	End date	Pay	Tax	Tax code
Company1		23/11/2013	18/07/2014	£0,000	£0.00	944L

Example of Benefit Income Letter



We can also accept a 4 week bank statement to show income from benefits if none of the above are possible to attain.

CREATED BY  
**TemplateLAB**



**Your Account Statement**

Issue Date: mm/dd/yyyy  
Period: mm/dd/yyyy to mm/dd/yyyy

111-234-567-890

**Bit Manufacturing Ltd**

2450 Courage St, STE 108  
Brownsville, TX 78521

<Branch Name>

231 Valley Farms Street  
Santa Monica, CA  
bickslowbank@domain.com

Account Activity					
Date	Payment Type	Detail	Paid In	Paid Out	Balance
		Balance Brought Forward			8,313.30
mm/dd/yyyy	Fast Payment	Amazon		132.30	8,181.00
mm/dd/yyyy	BACS	eBAY Trading Co.		515.22	7,665.78
mm/dd/yyyy	Fast Payment	Morrisons Petrol		80.00	7,585.78
mm/dd/yyyy	BACS	Business Loan	20,000.00		27,585.78
mm/dd/yyyy	BACS	Jumes White Media		2,416.85	25,168.93
mm/dd/yyyy	Fast Payment	ATM High Street		100.00	25,068.93
mm/dd/yyyy	BACS	Accorn Advertising Studios		150.00	24,918.93
mm/dd/yyyy	Fast Payment	Marriott Hotels		177.00	24,741.93
mm/dd/yyyy	Fast Payment	Abelio Scotrail Ltd		122.22	24,619.71
mm/dd/yyyy	Fast Payment	Cheque 000234		1,200.00	23,419.71
mm/dd/yyyy	Int. Bank	Interest Paid	9.33		23,429.04
mm/dd/yyyy	DD	OVO Energy		270.00	23,159.04
mm/dd/yyyy	BACS	Toyota Online		10,525.40	12,633.64
mm/dd/yyyy	BACS	HMRC		1,000.00	11,633.64
mm/dd/yyyy	DD	OVLA		280.00	11,353.64
mm/dd/yyyy	EBP	Michael Kor Salary		1,554.00	9,799.64
mm/dd/yyyy	DD	BOS Mastercard		4,000.00	5,799.64
Note:					