

DOCUMENTS REQUIRED FOR LEGAL AID ASSESSMENT

All documents must be printed out. Unfortunately information on your smartphone is not sufficient for legal aid purposes.

IMPORTANT

Please note that, if you have a partner with whom you live, you will need to bring all the relevant following information for that person as well.

****WE WILL NEED YOUR NATIONAL INSURANCE NUMBER****

INCOME

If you receive any STATE BENEFITS	You <u>must</u> bring your original notification letter (all pages) AND your most recent bank statement covering the whole month prior to our meeting PLUS if possible any updating letters.
If you receive a SALARY OR WAGES	Bring your most recent payslip covering a month (i.e. if paid weekly, your last 4 payslips or if paid monthly, your last payslip) for each job you have.
If you have any SELF-EMPLOYED INCOME	Bring a bank statement covering the whole month prior to our meeting showing your business income/expenditure AND if relevant your cash book for the last month. In addition (but not instead of the above) bring your most recent complete annual financial business accounts AND your most recent self-assessment tax return and tax calculation sheet.
If you receive any BENEFITS IN KIND	Bring your P11D tax form (benefits in kind).
If you receive TAX CREDITS	Bring your bank statement <u>covering the whole month prior to our meeting</u> AND if possible your most recent Tax Credit Award Notice.
If you receive any OTHER INCOME	Bring relevant evidence, for example: <ul style="list-style-type: none"> • Private /occupational pension documents (showing gross figures and tax deducted separately) • Rental income: bank statement or tenancy agreement showing income in last month and most recent tax return and tax computation • Trust income (bank statement or letter from trustees) • Letter from friend/family providing support • Student grant/loan letter

EXPENDITURE

TAX ON SELF-EMPLOYED INCOME	Bring your latest Tax Calculation sheet (Form SA302) so we can calculate the Income Tax and National Insurance you pay.
If you have any HOUSING COSTS i.e. rent or mortgage payments and they exceed one third of your gross income	Bring a bank statement <u>covering the whole month prior to our meeting</u> , showing most recent payment.
CHILD CARE COSTS if they exceed £600 per month	Bring a bank statement <u>covering the whole month prior to our meeting</u> showing payment OR latest invoice OR copy of agreement/contract from Childcare provider.
MAINTENANCE OR CHILD SUPPORT	Bring a bank statement <u>covering the whole month prior to our meeting</u> a month OR receipts acknowledging maintenance paid in last month OR copy of Maintenance Order or Child Support Assessment.

Note: If you do not automatically receive regular monthly bank statements, you need to obtain them either by requesting them from the bank or by printing them from an online account. Please ensure that the statement covers the entire month up to our meeting, not just part of it.

REMEMBER – NO DOCUMENTS, NO LEGAL AID!