

Applying for Universal Credit?

Check you have everything you need to apply:

Before you apply for Universal Credit, you should make sure you have all the information you need to make a claim. Below you will find a list of the information you need to gather together to help you make your claim. This should ensure you only need to make the application once, avoid any delays, and if you're eligible get your Universal Credit claim up and running as quickly as possible.

It is recommended not to start an application until you have all the following details for you (and your partner if appropriate) tick the boxes as you gather your information so you know when you're ready to begin

- Your postcode**
- Your National Insurance Number** (you can find this on a payslip, or letter from HMRC/DWP call the helpline on 0300 200 3500 if you can't find it.)
- Details of your bank, building society, post office or credit union account.** (If you don't have a bank account you'll need to open one. You can get advice on this at [http:// www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk) or by calling 0800 138 7777.
- The type of accommodation you live in**, e.g. private rented, council or housing association tenancy. Make sure you check this before you apply.
- How much rent you pay** – this can be found on your rent agreement, ask your landlord for a copy if you don't have one
- Your landlord's address** – this can be found on your rent agreement, ask your landlord for a copy if you don't have one
- Your landlord's phone number**
- Details of any savings and any other capital or investments.** e.g. shares or property that you don't live in

- Details of any income not from work**, e.g. from a pension or insurance plan
- Details of how much you earn from work** e.g. recent payslips
- How much you pay for childcare** (if you want to claim for childcare costs)
- You'll also need your **Childcare Provider's registration number**
- Details of any other benefits you're getting**, i.e. what benefit and how much you get
- Child Benefit reference numbers** for any children you get this benefit for – this can be found on letters and will start with CHB and is made up of 8 numbers and 2 letters (phone the child benefit office on 0300 200 3100 if you need help.)
- You'll need an **email address** – if you are part of a couple and are both making a claim, you will both need your own email address.
- If you have a partner who has already made their claim online they should give you their **partner code** to link your claims together. You will both need to verify that the details entered by each of you are correct before your claim can be submitted.

Where to claim in South Ayrshire:

- If you have online access at home you can make your claim at <https://www.universal-credit.service.gov.uk/postcode-checker>
- If you only have limited access at home then you may wish to check the Digital Access and Support Directory on South Ayrshire Council's website for locations near you to access a computer
<https://www.south-ayrshire.gov.uk/welfarereform/assistedsupport/>
- There are many libraries across South Ayrshire where you can access a computer with internet access. If you are not already a member of the library, becoming a member means you can book a computer in advance and you won't have to fill in a visitor pass each time.
- All South Ayrshire libraries offer you free wifi to take your own devices along to make a claim or maintain your claim when it is up and running.