

Household income for the tax year ending 5 April 2018

Who should fill in this form?

The parents, step parents, parent's partner, legal guardians **or** husband, wife, civil partner or partner of the student must fill in this form as a formal declaration of their income for the tax year ending **5 April 2018**. **If you received state benefits**, you must fill in Sections A to F. If you did not receive state benefits, you should only fill in Sections A to D.

When you send us the form, you must also send us copies of documents as proof of the income you declared – for example, P60, self-assessment or tax credit award/annual review. Please note that if you have already sent us this proof, you do not need to send it again.

If you are not sure how to fill in the form or which documents to send us, please contact us on 0300 555 0505.

Section A – Student details

Name Date of birth / /

SAAS reference number

Section B – Your details: parents, step parents, parent's partner, legal guardians / husband, wife, civil partner or partner

	Person 1	Person 2
Name		
Relationship to student		
National Insurance Number		
Address (if different from student's home address)		
Email address		

If you are the student's parent, step-parent or legal guardian and you are the only person named above, please tell us why in the box below. For example, 'single parent'.

Reason for one person's details

If you have not already done so, you must send us a copy of **one** of the documents listed below as proof that you live as a single person:

Your 2019-2020 tax credit award or tax credit annual review for tax year ending 5 April 2019 .	A letter from the Jobcentre or Department for Work and Pensions which clearly states you receive benefits as a lone parent. This must be on headed paper and dated within the last three months.
Your council tax notice for 2019-2020 that shows a 25% discount.	A letter from your council or housing association that shows you have been given the tenancy as a lone parent or are receiving housing benefit as a lone parent. This must be on headed paper and dated within the last three months.
Your most recent Universal Credit statement that shows you receive a standard allowance as a single person.	A letter from a professional person who can confirm you live as a single parent. This must be on headed paper and dated within the last three months. A professional person can be a doctor, nurse, lawyer, solicitor, notary public, teacher, counsellor, police officer, family mediation worker, social worker, nursery teacher, student adviser or minister of religion.

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Section C - Your total income for the tax year ending 5 April 2018

If you received **state benefits** (excluding any form of state pension or working tax credit), please tick the box below and fill in Section E and F on page three. Don't forget to declare any non-benefit income on this page and sign the declaration below.

Person 1 Person 2

Type of income	Person 1	Person 2
PAYE income – declare your income before tax, as shown on your P60.	NONE	NONE
Self-employment, property or land – declare your net profit (taxable profit after expenses but before tax/taxable allowance has been deducted) from year ending between 6 April 2017 and 5 April 2018 .	NONE	NONE
Working Tax Credit . You should not declare Child Tax Credit or the childcare element of Working Tax Credit.	NONE	NONE
Pension – declare your income before tax from private pensions, employers pensions and any form of state pension (including pension credit).	NONE	NONE
Dividends, bonds, trusts, bank/building society accounts or investment income – declare the amount you received before tax.	NONE	NONE
Maintenance you receive for either yourself or a student in further/higher education (this includes the student named in Section A).	NONE	NONE
Other income – if you received a type of income that is not listed on this page or on page three, declare the type of income and how much you received.	NONE	NONE
If you pay maintenance for a child in further/higher education (not the student named in Section A), enter their name, date of birth and how much you pay.	NONE	NONE
If you declared no income above and received no state benefits , please enter a reason for this. For example, stay-at-home parent or unemployed and not entitled to benefits.	REASON FOR £0 INCOME	REASON FOR £0 INCOME

Section D – Declaration – Person 1 and 2 must sign this

SAAS will use the information you have given us in this form for the purpose of processing this claim. Further information on how we collect, hold and process your information can be found at http://www.saas.gov.uk/privacy_data_protection_index.htm. We have a duty to appropriately manage public funds and we will use the information provided on this form for the prevention, detection, investigation and reporting of crime, including Fraud. We will share this information with other bodies for these purposes.

- As far as I know, the details above are complete and accurate.
- I agree to give you any further information you may ask for.
- I agree to tell you immediately if my circumstances change in any way that might affect this application for support.
- I understand that the information I have provided will be used for the prevention detection, investigation and reporting of crime and I understand SAAS will share this information with other bodies for these purposes.

Person 1 signature Date / /

Person 2 signature Date / /

If you received **state benefits**, you must now fill in Sections E and F on page three. If you did not receive state benefits, you do not need to fill in or send us page four.

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Section E – Benefits we take into account. If you received one or more of the benefits in the list below, please declare your total income from each benefit for the tax year ending 5 April 2018. If the benefit you receive is not listed here, go to Section F.

Benefit type	Person 1 Amount	Person 2 Amount
Bereavement Allowance	NONE	NONE
Carer's Allowance	NONE	NONE
Employment and Support Allowance	NONE	NONE
Incapacity Benefit	NONE	NONE
Income Support	NONE	NONE
Industrial Death Benefit	NONE	NONE
Industrial Injuries Disablement Benefit	NONE	NONE
Invalid Care Allowance	NONE	NONE
Invalidity Benefit	NONE	NONE
Jobseeker's Allowance	NONE	NONE
Maternity Allowance	NONE	NONE
Severe Disablement Allowance	NONE	NONE
Statutory Sick Pay	NONE	NONE
Statutory Maternity Pay	NONE	NONE
Universal Credit (excluding child and housing element)	NONE	NONE
Widowed Parent's Allowance	NONE	NONE

Section F – Benefits we don't take into account. If you received one or more of the benefits in the list below, please tick the box beside the benefits you received. You don't need to declare how much you received.

Benefit type	Person 1		Person 2	
Adoption allowance				
Attendance allowance				
Bereavement payment				
Christmas bonus				
Child Benefit				
Child Tax Credit	If you		If you	
Child's Special Allowance	received		received	
Clothing Allowance	any of		any of	
Council Tax Reduction	these		these	
Constant Attendance Allowance	benefits,		benefits,	
Disability Living Allowance	please		please	
Guardian's Allowance	tick the		tick the	
Housing Benefit	relevant		relevant	
Winter fuel payment	box		box	
Social fund payment				
Mobility supplement				
Personal Independence Payment				
Scottish Welfare fund				
Universal Credit – child and housing cost elements				

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