



Evidence Information Sheet - UK Resident

Use this evidence sheet to find out what evidence you need to send us and return your **photocopied** evidence with your completed Confirmation of Customer Details form.

! Don't send original documents as these will not be returned

Employed

Complete the Confirmation of Customer Details form. You don't need to send any evidence along with your form. Alternatively call **0300 100 0611** to speak to an Adviser who will update your account immediately.

Self-employed

If you don't have a Unique Taxpayer Reference number you need to provide evidence of how you're supported financially:

Supporting yourself from savings:

- send us copies of your bank statements dated within the last three months. The bank statement must show your name and the funds you're living from.

Supported by a third party:

- have your third party complete the Third Party Declaration on the form, **and** provide evidence of the support they provide to you. For example, copies of your bank statements dated within the last three months. The bank statement must show your name and the funds you're living from.

Not in employment

Receiving Jobseekers Allowance, Income Support, Incapacity Benefit or Employment and Support Allowance:

- ask your Benefits Office to complete the Benefits Office Confirmation on the form **or**
- send us copies of evidence showing the benefits you receive dated within the last year, or within the last three months if you receive Jobseekers Allowance **or**
- a bank statement dated within the last three months showing the benefits you receive

Supported by a third party (for example, parent, guardian or partner)

- have your third party complete the Third Party Declaration on the form **and** provide evidence of the support they provide to you. For example, copies of your bank statements dated within the last three months. The bank statement must show your name and the funds you're living from.

Supporting yourself from savings:

- send us copies of your bank statements dated within the last three months. The bank statements must show your name and the funds you're living from

In further study:

- send us a copy of your course confirmation letter or course funding letter **or**
- send us a letter from your place of study confirming your attendance for the current academic year **or**
- have your third party complete the Third Party Declaration on the form **and** provide evidence of the support they provide to you. For example, copies of your bank statements dated within the last three months. The bank statement must show your name and the funds you're living from.

Evidence Information Sheet - Overseas Resident

Use this evidence sheet to find out what evidence you need to send us and return your **photocopied** evidence with your completed Overseas Income Assessment form.



Student
Loans Company

! Don't send original documents as these will not be returned

Employed

Complete the Overseas Income Assessment Form and

- send us copies of your last three months payslips **or**
- send us a copy of your employment contract if you're recently employed

Self-employed

Complete the Overseas Income Assessment Form and

- send us copies of your most recent financial accounts confirming your gross annual income (invoices are not acceptable evidence) **or**
- send us a letter from your accountant confirming your gross annual income **or**

If this is your first year of Self-employment and you don't have any of the evidence above:

- send us copies of your bank statements dated within the last three months. The bank statements must show your name and the funds you're living from **or**
- have your third party complete the Third Party Declaration on the form **and** provide evidence of the support they provide to you. For example, copies of your bank statements dated within the last three months. The bank statement must show your name and the funds you're living from.

Not in employment

Receiving Government benefits:

- send us copies of evidence showing the benefits you receive dated within the last year

Supported by a third party (for example, parent, guardian or partner)

- have your third party complete the Third Party Declaration on the form **and** provide evidence of the support they provide to you. For example, copies of your bank statements dated within the last three months. The bank statement must show your name and the funds you're living from.

Supporting yourself from savings:

- send us copies of your bank statements dated within the last three months. The bank statements must show your name and the funds you're living from

Travelling:

- send us a copy of your travel itinerary, and copies of your bank statements dated within the last three months. The bank statements must show your name and the funds you are living from **or**

You may be required to provide a valid visa depending on your country of residence.

Volunteering:

- send us a letter from the organisation dated within the last 12 months confirming the support they provide you

In further study:

- send us a letter from your place of study confirming your attendance for the current academic year **or**
- have your third party complete the Third Party Declaration on the form **and** provide evidence of the support they provide to you. For example, copies of your bank statements dated within the last three months. The bank statement must show your name and the funds you're living from.

Consent to share

If you'd like a third party (for example, parent, guardian or partner) to deal with your account whilst you're overseas call us on **+44 141 243 3660** and we'll arrange to set this up on your account for you.