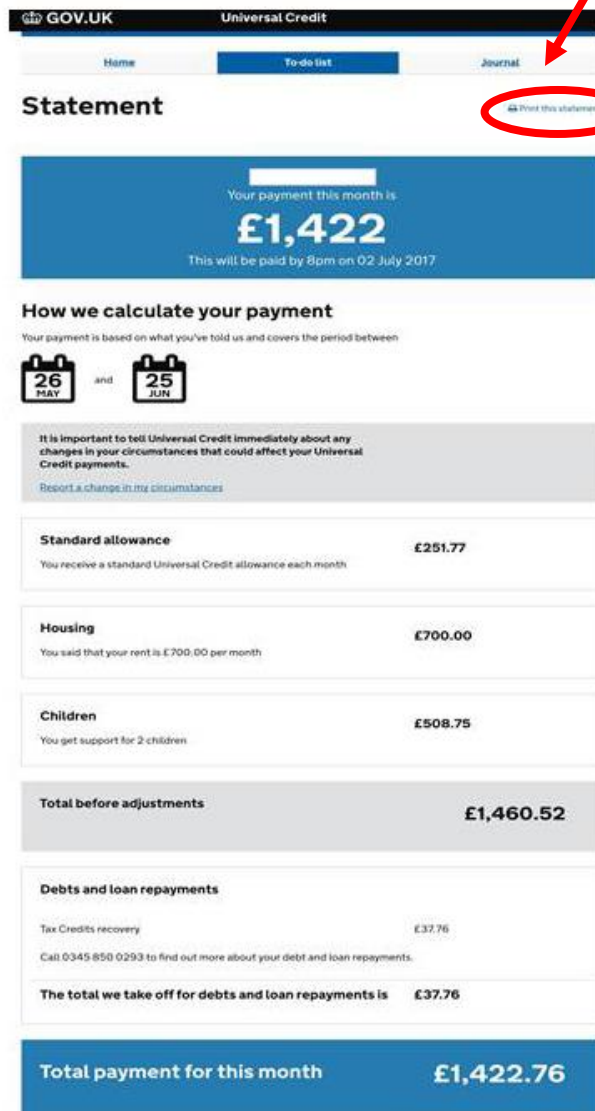


Below is an example of an acceptable Universal Credit monthly statement. The document you provide must show:

- Payment Period
- Claimant's name(s)
- All Allowances for the claimant's circumstances
- All Deductions for the claimant's circumstances
- Total payment for the month

The best way to provide this document is to download your UC statement by, logging into your Universal Credit account and go to the statement summary page. Then click into the most recent monthly statement, it will come up on the screen. You can then "Print to PDF"/"Save as PDF" You will have to save the document to your device (laptop, Computer or phone).

If you screenshot the images from your phone, **YOU MUST** copy all sections **not** just the Payment amount for the month. This will be time consuming and if unclear then it will not be accepted.



The screenshot shows the GOV.UK Universal Credit statement page. At the top, there are navigation tabs for 'Home', 'To-do list', and 'Journal'. Below these is the 'Statement' section. A large blue box displays 'Your payment this month is £1,422' and 'This will be paid by 8pm on 02 July 2017'. Below this is the 'How we calculate your payment' section, which includes a calendar showing the payment period from 26 MAY to 25 JUN. A warning box states: 'It is important to tell Universal Credit immediately about any changes in your circumstances that could affect your Universal Credit payments. Report a change in my circumstances'. The main body of the statement is a table with the following items:

Item	Amount
Standard allowance	£251.77
Housing	£700.00
Children	£508.75
<b>Total before adjustments</b>	<b>£1,460.52</b>
Debits and loan repayments	
Tax Credits recovery	£37.76
<b>The total we take off for debts and loan repayments is</b>	<b>£37.76</b>
<b>Total payment for this month</b>	<b>£1,422.76</b>