

How to Upload a Universal Credit Statement

Below is an example of an acceptable Universal Credit monthly statement. We need a FULL complete copy of your latest Universal Credit. The documents you provide must show:

- Payment period
- Claimant's name(s)/full address
- All allowances/payments & deductions for the claimant's circumstances
- All deductions for the claimant's circumstances
- Total payment for the month

If you're unsure on how to get your statements for this, please follow the steps below:

- Log in to your Universal Credit account.
- Go to the Statement Summary page.
- Click on the statement you wish to download (**remember we need your most recent statement**).
- The statement will appear on your screen.
- You can then select the option to 'Print to PDF' or 'Save as PDF'

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.

GOV.UK Universal Credit

Home **Statement** [Print this statement](#)

Statement

Your payment this month is
£1,422
This will be paid by 8pm on 03 July 2017

How we calculate your payment
Your payment is based on what you've told us and covers the period between:

26 July and 25 July

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 his circumstances](#)

Standard allowance	£251.77
You receive a standard Universal Credit allowance each month	
Housing	£700.00
You said that your rent is £700.00 per month	
Children	£308.75
You get support for 2 children	
Total before adjustments	£1,460.52
Debt and loan repayments	
Tax Credits recovery	£37.76
Call 0345 850 0203 to find out more about your debt and loan repayments	
The total we take off for debts and loan repayments is	£37.76
Total payment for this month	£1,422.76