

# How to Upload a Universal Credit Statement

Below is an example of an acceptable Universal Credit monthly statement. We need your 3 most recent Universal Credit statements. 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 3 most recent statements**).
- 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.

