

How to Upload a Universal Credit Statement

Below is an example of an acceptable Universal Credit monthly statement. The document 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

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.

GOV.UK Universal Credit

Home Trade list Journal

Statement

Find this statement

Your payment this month is
£1,422
This will be paid by Bpm on 02 July 2017

How we calculate your payment

Your payment is based on what you've told us and covers the period between

26 MAY and 25 JUN

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 its 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	£508.75
You get support for 2 children	
Total before adjustments	£1,460.52

Debts 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**