

# **Documentation Requirement Guidelines in support of your Grant Application**

In order to correctly assess your application, and if we cannot, automatically, through our links with other government departments, obtain the information required to confirm details on your application form, in certain instances, you may be asked to provide documentation in support of your grant application.

This document offers a guide to documentation that may be requested from you and the type of documentation that is acceptable to SUSI to confirm your application details.

### **When supplying your documentation you should make sure that;**

- Your application (W2021xxxxxxx) number is included with all documentation.
- All documentation requested is posted together.
- You send your documents to us as soon as possible. You are given a deadline on the request letter, but if you are experiencing a delay in sourcing a document please contact the *SUSI* helpdesk and inform them of this.
- You ensure the declaration form enclosed in the request letter is signed by all relevant parties and returned. Incomplete declaration forms will not be accepted and this could slow down your application process.

The documents requested from you will depend on your application details. After you send in your documents, your application will be reviewed. Applications are reviewed in date order of receipt. At this stage, if the documentation provided is not sufficient or new information arises, you may be requested to send in some additional documentation.

- We only require photocopies of original documents.
- Any documents provided in a language other than English **will require a verified translated copy.**

## Section A

### Applicants Personal Details

#### A5-8: Birth Details

Please provide a photocopy of your birth certificate. If you were born in Ireland, the long version birth certificate is required.

If your birth certificate is in a foreign language, it should be accompanied by an official English translation.

#### A13: Course Change Notification (CCN) Form

Please complete your Online Course Change Notification (CCN) Form to inform SUSI of the course and college place you have accepted. To do this, you should log into your registered online SUSI account at [www.susi.ie](http://www.susi.ie) using your username, password and pin code to complete and submit your CCN form online.

**CAO applicants** who have opted to share their course details with SUSI **do not need** to submit a CCN form. The CAO will provide your course details to SUSI.

#### Completing your CCN Form (applicants other than CAO)

This may be done on line by logging into your SUSI Account and clicking the “My Course” tab. Complete the on line CCN form. You will need the following information to hand to complete your course change notification form (CCN).

#### The unique username, password and pin code for your SUSI account.

Your Course code and full title of course

The full name of the college you will attend

Your W2021 ..... application number (this will be on all correspondence you receive from SUSI)

#### **A14a-b: Evidence of Independent Residency prior to entering or re-entering an approved Further or Higher Education course. Evidence is required from the year prior to entry/re-entry into your course (no later than October) AND from the year of entry/re-entry into your course (no later than your first point of entry)**

If you have applied as an Independent Mature Student, you must be able to provide documentation to confirm that you were independent and ordinarily resident at an address.

In order to demonstrate that you were not ordinarily resident with your parent(s)/legal guardian(s) from October of the year prior to your first point of entry (or re-entry) to an approved course, please provide documentary evidence of your independent residence dated from;

1. Previous year to the point of entry (any month not later than October); **AND**
2. Point of entry year (any month not later than your point of entry).

**Examples of documents that can be accepted for this purpose are:**

A letter confirming that this address is registered with RTB (Residential Tenancies Board);

A Local Authority lease agreement or a letter confirming your rental under the Rental Accommodation Scheme (RAS) or any Government Housing Scheme/Arrangement. Private Housing Lease Agreements will not be accepted;

A letter on headed paper from a Rental Agency confirming your tenancy;

A letter confirming the receipt and period of Rent Allowance, Mortgage Interest Supplement or Housing Assistance Payment (HAP);

A Utility bill in your own name, for example; **landline telephone** (SUSI does not do not accept mobile telephone bills), **fixed broadband, gas, electricity or cable/satellite television bill/home heating bills/Waste bills/Mortgage Statements/Property Tax Letters.**

If the utility bills in the household are in your spouse's name, please provide your marriage certificate with the utility bill.

If co-habiting we will accept utility bills in your partner's name covering the relevant period together with correspondence e.g. bank statement/Statement of Liability (formerly P21) issued to the applicant at the same address and covering the relevant period); and/or

Official documentation posted to you at this address and relating to your residence there.

**For example:**

A letter from the Department of Employment Affairs & Social Protection confirming Rent Allowance at this address;

A letter from any Government Department confirming you are living independently from your parents.

**Please Note: SUSI do not accept bank statements alone for this purpose.**

Documentation relating to an address that is merely a correspondence address is not sufficient - documentation must be connected with your residence at that address.

**Note:** If you cannot supply the documents listed above or you applied incorrectly as an independent student, please contact [support@susi.ie](mailto:support@susi.ie) to request the option to re-apply as a dependent student. This request must be made within 30 days of the date listed on this letter.

**Example 1:** First point of entry/re-entry into further/higher education in 2020/2021:

Documents from 2019 and dated no later than October 2019 and documents dated from current year 2020.

**Example 2:** First point of entry/re-entry into further/higher education in 2017/2018:

Documents from 2016 and dated no later than October 2016 and documents dated from the actual year you entered your course prior to the start date of course (i.e. in this example, the year 2017).

**Note:** You, the applicant must be 23 or over on 1<sup>st</sup> January of the year of your first point of entry/re-entry into further or higher education to be classed as an Independent Mature Student.

### **A15: Evidence of Separation**

Please provide one of the following as proof of separation or divorce:

Separation agreement;

Divorce decree;

Court Ordered Maintenance Arrangement;

Decree of dissolution for a civil partnership;

Evidence from the Department of Social Protection confirming receipt of Deserted Wife's Allowance or a One-Parent Family Payment;

If there is no legal agreement, a letter from your solicitor, in which your solicitor categorically **confirms** separation and/or that legal proceedings are pending;

A letter/document from a Family Mediation Service, for example, the Legal Aid Board, that confirms you are participating in or have undergone family mediation;

Proof of living separately, e.g. separate utility bills for the same time period in 2019. Please note that mobile phone bills and bank statements on their own are not accepted as proof of living separately.

### **A19: VTOS (Vocational Training Opportunities Scheme) Statement**

Please download the SUSI VTOS Statement form at [www.susi.ie](http://www.susi.ie) and ask the Education and Training Board who made the payment to complete and stamp it.

## Section B

### Applicant's Nationality, Immigration Status and Residency Details

#### B2 Evidence of Nationality

If requested you will need to provide one or more of the following as evidence of nationality:

An Irish birth certificate (copy of long form birth cert), if you were born on the island of Ireland);

A copy of your passport;

A national identity card issued by an EU Member State;

A certificate of naturalization;

A foreign births registration certificate;

If you were born outside Ireland, to Irish born parent(s), and you do not currently hold an Irish passport, please provide copies of your parent(s) Irish birth certificates as evidence of your Irish nationality.

#### B3 (a-g) Evidence of Immigration Status

Please provide the letter(s) issued to you by the Department of Justice and Equality confirming your immigration status in Ireland.

If you are unable to provide the original letter issued to you by the Department of Justice and Equality (DJE) confirming your immigration status in Ireland please download the SUSI DJE- No PTR Letter-Permissions form from [www.susi.ie](http://www.susi.ie) and return a fully completed and signed form instructing SUSI to contact the DJE on your behalf, along with all other documents listed above.

#### B3 (a-g) Garda National Immigration Bureau Card/ Irish Residence Permit

You will need to provide a copy of your current Garda National Immigration Bureau (GNIB) card or your Irish Residence Permit (IRP). All copies submitted must include the front and the back of the card or permit.

#### B3(d)(i) Evidence of permission to remain in the State by virtue of marriage to, or a civil partnership with, an Irish national residing in the State

Please provide the following:

A copy of your passport and birth certificate;

A copy of your current Garda National Immigration Bureau (GNIB) card or Irish Residence Permit (IRP). All copies must include the front and back of card or permit;

A copy of your certificate of marriage/civil partnership to an Irish national;

Evidence that your spouse/partner is an Irish National such as; their Irish passport, their Irish birth certificate or their Irish naturalisation certificate.

**B3(d) (ii) Evidence of permission to remain as a dependent of a person married to, or in a civil partnership with, an Irish national residing in the State.**

**Please provide the following:**

A copy of your passport and birth certificate;

A copy of your current Garda National Immigration Bureau (GNIB) card or Irish Residence Permit (IRP). All copies must include the front and back of card or permit;

A copy of your parent's certificate of marriage/civil partnership to an Irish national;

Evidence that your parent's spouse/partner is an Irish National such as; their Irish passport, their Irish birth certificate or their Irish naturalisation certificate.

**B3(d)(iii) Evidence of Permission to Remain as a dependent of a person who has acquired Irish Citizenship by Naturalisation, residing in the State**

**Please provide the following:**

A copy of your passport and birth certificate;

A copy of your current Garda National Immigration Bureau (GNIB) card or Irish Residence Permit. All copies must include the front and back of card or permit;

A copy of your parent's/legal guardian's Irish Naturalisation Certificate.

**B4 Evidence of Residence in Ireland, the EU, EEA, UK or Switzerland for 3 of the last 5 years.**

**Note:** A minimum of one document per year, demonstrating 3 years residence over the last 5 years, immediately prior to the start of the academic year for which you are applying for your student grant, is required (in the case of utility bills, employment details summary, (formerly P60) or equivalent EU, EEA UK or Swiss tax statements or bank statements).

**The following documents may be used to support your application:**

Evidence that you sat the Junior Certificate and Leaving Certificate exams in Ireland or equivalent school exams in the EU, UK, EEA or Switzerland if it was in the past five years;

A letter from a school principal in Ireland, the EU, EEA, UK or Switzerland confirming

your attendance at a school if it was in the past five years;

Social Welfare Statements or equivalents from the EU, EEA, UK or Switzerland;

Utility bills (i.e. from electricity/phone/gas/cable television/broadband provider) Printed online bills are acceptable. **Mobile phone bills are not acceptable;**

Registration with the Private Residential Tenancies Board or equivalent from the EU, EEA, UK or Switzerland;

Employment Detail Summary (formerly P60)/Confirmation of Cessation of Employment (formerly P45)/Statement of Liability (formerly P21)

Statements or other correspondence from bank/building society/credit union including eStatements with activity in the country outlined in your application (**Statements from store cards/catalogue companies are not acceptable**);

Other official correspondence from an Irish state agency e.g. government departments; HSE; Register of Electors/polling card; CAO; An Garda Síochána; Public / Private hospitals, Residential Tenancies Board (RTB) or third level college, Secondary school /training agency, NCT Reports or reminders, An Post, TV Licence, National Government Health Screening Programme(s) and/or; Correspondence from an insurance company regarding an active policy (Home or Car Insurance Policy Only).

**Please note** that evidence of your residence in Ireland can only be accepted in respect of periods of lawful presence in the State and the documents that you provide should be in respect of such periods. Periods of unlawful presence cannot be considered.

## **Section C**

### **Academic History and Other Sources of Financial Assistance**

#### **C4 Evidence of your Previous and Current Education**

Please provide a letter from all institutions of higher or further education you have attended, or are currently attending, detailing:

The course you attended and its level;

When you attended that course;

The award you received; and

If you did not complete the course the last stage of that course you attended and the date at which you withdrew from the course.

#### **C7 Details of other Financial Assistance**

If you have applied for or have been offered student financial assistance or student funding from another awarding or funding body for the 2020/21 academic year please provide a letter from them with the following information:

A breakdown of the full amount, in Euro, to be awarded, for example, for maintenance, fees etc.

Confirmation of whether the award comes from public funds or private source;

The frequency/ dates of payment, for example whether the total amount is given in one lump sum at the start of the academic year or is paid in equal instalments over the course of the year; and

Confirmation whether this award is once-off or will recur in each academic year for the duration of the course.

## Section D

### Details of Parents Guardians / Spouse

**D5: Evidence of Separation** Please provide one of the following as proof of separation or divorce:

Separation agreement;

Divorce decree;

Court Ordered Maintenance Arrangement;

Decree of dissolution for a civil partnership.

Evidence from the Department of Social Employment Affairs & Protection confirming receipt of Deserted Wife's Allowance or a One-Parent Family Payment;

If there is no legal agreement, a letter from your solicitor, in which your solicitor **confirms** separation and/or that legal proceedings are pending;

A letter/document from a Family Mediation Service, for example, the Legal Aid Board, that confirms you are participating in or have underwent family mediation;

Proof of living separately, e.g. separate utility bills for the same time period in 2019. Please note that mobile phone bills and bank statements on their own are not accepted as proof of living separately.

## Section E

### Details of Dependent Children/Relevant Person

#### **E1a Dependent Children Birth Certificates Correspondence**

Please provide long form birth certificates for all dependent children in your household. (If your children were born on the island of Ireland, then the long form birth certificate is required).

#### **E1b Dependent Children 16 years of age and over in Full-Time Education**

Please provide a letter from school or institution (stamped and signed) stating that they attended the school or Institution in 2019.

#### **E1c Dependent Children Medically Certified as Permanently Unfit for Work**

Please provide a letter from a GP (doctor) or relevant medical body stating that the dependent child (16 years or over) is medically certified as permanently unfit for work.

#### **E2 Dependent Children/Relevant Person in an approved Further / Higher Education Institution.**

Please provide a letter from the college or institution stating that the dependent child or relevant person is attending Further or Higher Education for the current academic year.

You will not be able to provide this evidence until the dependent children/ relevant persons have registered, re-registered, for the new academic year. College letters must state that the dependent child or relevant person **is registered** for the coming academic year (2020/2021).

**Letters stating provisionally registered or expected to register for the coming year are not acceptable.**

## Section F Income

### F1: Evidence of Income 2019

Please provide documentary evidence for all income you received, in Ireland or from overseas, between the 1st January and 31st December 2019. This includes evidence of income from employment, any payments from government departments or agencies, monies received from family, friends or charitable sources and other income you received from 2019. If you were supported with funds earned in a previous year please provide evidence of this in the form of bank statements.

### F1: Documentary evidence for Income from Employment

SUSI may receive data from the Revenue Commissioners to assist in the evaluation and processing of your grant application. After the provisional assessment of your application you may be asked to send SUSI the following documents as evidence.

If you were employed on 31st December 2019 please submit an **Employment Detail Summary** (formerly P60) or equivalent if sourced from outside the State or provide a Statement of Earnings for 2019.

An Employment Detail Summary for 2019 is available from the Office of the Revenue Commissioners for any person who had a PAYE employment during 2019, including employees where the employment ceased prior to 31<sup>st</sup> December 2019.

Please provide SUSI with **confirmation of cessation of employment** in 2019 e.g. Employment Detail Summary 2019 which can be obtained from your online account with the Office of the Revenue Commissioners or equivalent if sourced from outside Ireland e.g. P45.

Please provide a **Statement of Liability** (formerly, P21) or equivalent if sourced from outside the State for 2019. You can get this form from the Office of the Revenue Commissioners. Please note that all income listed on your Statement of Liability must be confirmed by an Employment Detail Summary (formerly P60) or equivalent if sourced from outside the State, Statement of Earnings or confirmation of cessation of employment.

To request a Statement of Liability, you need to register with Revenue's 'myAccount' service at [www.revenue.ie](http://www.revenue.ie). Once registered, you will get a PIN (Personal Identification Number) in the post. You can then log in to 'myAccount' and follow the on-screen instructions to request a Statement of Liability.

### F1: Statement of Holiday Earnings

Please download the Holiday Earnings Statement form from the SUSI website, [www.susi.ie](http://www.susi.ie) and have it completed by your employer confirming the amount you earned outside term time in 2019. Return the completed and stamped form to SUSI.

Please note that only earnings from outside term time can be deducted from income earned within the reference period.

### F1: Income earned in a previous tax year:

A letter from the employer stating the amount of income that was paid to you in 2019 in respect of a previous year.

### **F1: Foreign income**

Please provide official documentation from a Government department or equivalent as evidence of all income you received from sources outside Ireland in 2019. This includes income from employment, pensions, social welfare or social security payments, self-employment, rent or income received from any other source and should cover all income received between 1st January and 31st December 2019.

For example, if you worked in the UK in 2019, SUSI will require your P60 for 2018/2019 and P60 for 2019/2020. Documentation in a foreign language should be accompanied by a certified English or Irish translation.

**For example:** if you worked in the UK for 2019 we will require your P60 for 2018/2019 and P60 for 2019/2020.

Documentation in a foreign language should be accompanied by a certified English or Irish translation.

### **F1: Income from Employment- Confirmation of Community Employment Scheme / TUS Initiative/Rural Social Scheme/Gateway Scheme**

Please download the Income from Designated Programmes form from the SUSI website, [www.susi.ie](http://www.susi.ie). Please return a stamped and completed form.

### **F1: Statement of Payments – FET Allowance**

Please provide a statement from the ETB (Education and Training Board) that paid your FET (Further Education and Training) Allowance in 2019 confirming the name of the recipient, the total amount paid in 2019 (detailing any amounts paid in respect of dependent children), and the dates these payments started and ended (if applicable).

### **F2: Documentary evidence for Social Welfare payments**

**Please note:** In the majority of cases SUSI will not require a Social Welfare Statement from applicants as we have a direct information feed with the Department of Employment Affairs & Social Protection.

If after the provisional assessment of your application you are asked to send SUSI a Social Welfare Statement an email will be sent to your registered email address. You will find attached to this email the approved SUSI Social Welfare Statement. You must print this statement and have the Department of Employment Affairs & Social Protection local office in your area complete and stamp it. Please return the completed and stamped statement with details of all relevant payments to SUSI.

If you are in receipt of a social welfare payment from outside Ireland, you must send SUSI the above details from the relevant authority.

### **F3: Documentary evidence for payments from other government departments**

Please provide SUSI with a statement as evidence of payments received from other government departments. These may include payments from;

Tusla, FAS/Solas, Local Authorities, Pobal, Teagasc, Failte Ireland, Youthreach, Other.

A statement from each government department or state agency with the following information will be required:

- The name of the person getting the payment;
- The type of payment;
- The amount the person received in 2019;
- The date the payments started;
- The date the payments stopped, (if applicable).

### **F4 Income from Self Employment - Accounts**

Please provide the following documents as evidence:

- A copy of your full accounts, i.e. your trading account, profit and loss, capital account and balance sheet for each business for 2019;
- A breakdown of the bank interest and charges (if applicable);
- An adjusted profit computation for 2019;
- Detailed breakdown of wages or remuneration expense if detailed in accounts.

Documentation in a foreign language should be accompanied by a certified English or Irish translation. If you have disposed of an asset and a profit or a loss has incurred and this has been included in your profit and loss account, you will be required to complete and return a Disposal of an Asset form which can be downloaded from the SUSI website, [www.susi.ie](http://www.susi.ie), along with a Capital Gains Tax computation, if applicable.

### **F4 Revenue's indicative calculation on which you based your self-assessment'.**

Please provide the following documents as evidence:

An acknowledgement from the Revenue Commissioners that you were Self-Assessed for 2019. This document is known as '**Revenue's indicative calculation on which you based your self-assessment'**.

If the income was earned outside of the state, please submit the equivalent documentation.  
A letter from the Revenue Commissioners (or overseas equivalent) exempting you from filing a return for 2019, if applicable.

### **F5 Rental and other Income from Land and Property**

Please provide the following documents as evidence:

- A copy of your full accounts, i.e. your trading account, profit and loss, capital account and balance sheet for each business for 2019;
- A breakdown of the bank interest and charges (if applicable);
- An adjusted profit computation for 2019;
- Detailed breakdown of wages or remuneration expense if detailed in accounts.

### **F6: Documentary evidence for Directorship(s) held**

Please provide the following information as evidence:

- The registered name of the company;
- The registered number of the company;
- The percentage of voting rights that you control.

As part of the verification process we may ask you for copies of the audited accounts of these companies.

### **F7: Income from pensions other than State Pensions**

Please provide one of the following documents as evidence:

- A letter from your employer(s) or the body/bodies administering your pension; or Employment Detail Summary/P60 or equivalent if sourced from outside the State confirming the gross amount you received in 2019; or
- An acknowledgement from the Revenue Commissioners that you were Self-Assessed for 2019. This document is known as 'Revenue's indicative calculation on which you based your self-assessment'.

If the income was earned outside of the state, please submit the equivalent documentation.

If your pension is paid from overseas, please provide official documentation confirming the total amount paid to you in 2019. Documentation in a foreign language should be accompanied by a certified English or Irish translation.

**F8: Documentary evidence for income from savings, deposit accounts and investments**

Please provide statement(s) detailing the interest/dividends received from your financial institution or company covering the period 1st January 2019 - 31st December 2019. If the income was earned outside of the state, please submit the equivalent documentation.

### **F9: Documentary evidence for income from maintenance arrangements**

Please provide the following documents as evidence of maintenance payments received in 2019:

maintenance agreement stating the amount of maintenance being received including any bills, mortgages, loans, rent, tuition or other such payments made as part of the arrangement.

### **F10: Details of Lump Sum Payments from Retirement or Redundancy**

If you have declared that you or your parent(s)/legal guardian(s), spouse, civil partner or co-habitant retired or was made redundant you may be asked to send SUSI the following documents as evidence:

Please provide a copy of the letter from your employer or the body administering your pension stating:

#### **Retirement:**

Your date of retirement;  
The gross amount of your lump sum;  
The number of years pensionable service or the number of years of contributions;  
and your gross annual pension.

#### **Redundancy:**

Please provide a copy of the letter from your employer stating:  
The date you ceased employment or became redundant;  
The gross amount of your lump sum and  
The number of years service with your employer.

### **F11: Documentary evidence for the disposal of Assets or Rights**

Please provide the following documentary evidence detailing the profit or loss made on the disposal of an asset(s) or right(s) in 2019.

Proof of Purchase of the asset (Receipt); and,  
Proof of sale (Bank statement showing money received); and,  
Proof of Enhancement Expenditure (Receipts of expenditure);  
Proof of Incidental Costs (Receipts for costs incurred Solicitors, Accountants fees etc)  
and  
A Capital Gains Tax Computation for the disposal, where applicable.

### **F11: Documentary evidence for realisation of a life assurance policy**

Please provide the following documents as evidence of realisation of a life insurance policy if declared on your application. Please provide a letter from the financial institution stating:

The gross amount received on realisation;  
The Irish tax deducted;  
The amount paid in premiums and  
The date the first premium was paid.

## **F12: Documentary evidence for gifts or inheritances**

Please provide copies of the following to SUSI as evidence of gifts or inheritances declared:

- A letter from the Executor/Donor detailing the value of the inheritance you received, including the value of non-cash items and
- A Capital Acquisitions Tax Return for 2019, if applicable.

## **F13: Documentary evidence for income from other sources not mentioned above**

Please provide details of same using the Free text box outlining the source and amount. If you or your parents/legal guardians have declared income from other sources you may be asked to provide

- The gross income or gross amount received in 2019;
- The source of the income;
- A full description of the income.

## **F13: Income from Woodlands**

Please provide proof of income from Woodlands entered on the application form, e.g. statements from the Department of Agriculture.

## **F14: Documentary evidence for Legally Enforceable Maintenance Payments as verified by the Revenue Commissioners**

Please provide the following documents as evidence:

- A copy of the separation or divorce agreement detailing the order for payment and
- A Statement of Liability/P21 or equivalent if sourced from outside the State or an acknowledgement from the Revenue Commissioners that you were Self-Assessed for 2019. This document is known as '**Revenue's indicative calculation on which you based your self-assessment**'. If the income was earned outside of the state, please submit the equivalent documentation.

We may also ask for supporting documents for the actual payments, e.g. bank statements.

## **F15: Documentary evidence for Pension Contributions towards Retirement within the limits allowed by the Revenue Commissioners**

Please provide the following documents as evidence:

A letter from the financial institution or agency that provides the retirement product outlining the contributions made directly by you in 2019 and

A Statement of Liability/P21 or equivalent if sourced from outside the State or an acknowledgement from the Revenue Commissioners that you were Self-Assessed for 2019. This document is known as 'Revenue's indicative calculation on which you based your self-assessment'. If the income was earned outside of the state, please submit the equivalent documentation.

**Note:** Contributions made from your salary before tax is applied are not deductible as they are already deducted from your gross income.

## **F16 Change in Circumstances**

### **F16: Confirmation of cessation of employment (formerly P45)**

Please provide confirmation of cessation of employment e.g. Pay and Tax Summary which can be obtained from your online account with the Office of the Revenue Commissioners / P45 or equivalent if sourced from outside the State

### **F16: Letter from your employer confirming your Current Annual Salary (2020)**

Please download the Confirmation of Current Annual Salary form from [www.susi.ie](http://www.susi.ie). Please return a completed and stamped form to SUSI.

### **F16: Notice of Retirement 2020**

Please provide a copy of the letter from your employer or the body administering your pension stating:

- Your date of retirement;
- The gross amount of your lump sum payment;
- The number of years pensionable service;
- The number of years of contributions;
- Your gross annual pension and
- Confirmation of cessation of employment e.g. Pay and Tax Summary which can be obtained from your online account with the Office of the Revenue Commissioners / P45 or equivalent if sourced from outside the State.

## **F16: Notice of Redundancy 2020**

Please provide a letter from your employer stating:

The date on which you ceased employment or were made redundant;  
The gross amount of your lump sum payment;  
The number of years service with the employer;  
The number of years of contributions and  
Confirmation of cessation of employment e.g. Pay and Tax Summary which can be obtained from your online account with the Office of the Revenue Commissioners / P45 or equivalent if sourced from outside the State.

## **F16: Statement of Mortgage Interest Relief or Rent Supplement on Housing Assistance Payments 2020**

Please provide a copy of the statement from the Department of Employment Affairs and Social Protection or the relevant Local Authority stating:

The start date of payment;  
The total amount received to date,  
The weekly amount received and  
The total for 2020.

## **F16: Notice of Cessation of Trading**

Please provide your notice of cessation of trading certificate or confirmation from the Revenue Commissioners that you have ceased trading.

**Note:** Accountants' letters are not sufficient evidence of cessation of trading.

## **F16: Confirmation of Non-recurring Overtime payments**

Please download the Confirmation of Non-recurring Overtime Payments form from [www.susi.ie](http://www.susi.ie). Please return a completed and stamped form..

## **F16: Evidence of Holiday Earnings 2020**

Please download the Holiday Earnings Statement form from the SUSI website, [www.susi.ie](http://www.susi.ie) and have it completed by your employer confirming the amount you earned outside term time in 2020. Return the completed and stamped form to SUSI. Please note that only earnings from outside term time may be deducted from income earned within the reference period.

## **F16: Reduction in Income due to Medical Circumstances**

Please download the Medical Declaration (Reduction in Income) Form from [www.susi.ie](http://www.susi.ie) and have it completed by your medical professional and your employer.

## **Requested Documents / Other**

### **Z1: Evidence of Legal Guardianship**

Please provide an official court order confirming details of your legal guardian(s)..

### **Z2: Evidence of Estrangement**

Accepted evidence to support your application can include a letter from a Social Worker/TUSLA confirming your estrangement or a Court Order. Other documents not listed here may be provided but must specifically confirm your irreconcilable estrangement. Please note, all documents submitted are subject to review by SUSI to determine if the estrangement criteria has been met.

### **Z3-Z6: Death Certificates (if applicable)**

Please provide a copy of the relevant person's Death Certificate

### **Z7: Declaration Form**

Please sign and return the attached declaration form. If you have to provide other documentation in support of your application, ensure that it is returned with this documentation.

### **Z8: Deed Poll**

Please provide a copy of your Deed Poll from the courts in order to verify your change of name.

### **Z9: Marriage Certificate**

Please provide a copy of your marriage certificate.

### **Z10: Bank Details**

Please log on to your online application through the SUSI website, [www.susi.ie](http://www.susi.ie) with your existing username, password and secure PIN code and enter your bank details.

### **Z11: Verification of Personal Details**

SUSI has not been able to successfully match your Date of Birth and PPS number with the details obtained by our external sources. Please contact SUSI Support in order to verify that you have submitted the correct Date of Birth and PPS number on the application form.

## **Z12: Date of Birth Error for person on your Application Form**

SUSI is unable to fully process your application as the PPS number and/or Date of Birth supplied for the person listed above do not match with the records of the Department of Employment Affairs and Social Protection (DEASP). Please log in to your SUSI account to review the PPS number and Date of Birth supplied for this person.

If the information supplied is incorrect, please fill in the correct information below and return to SUSI.

Name:

W Number:

PPSN:

Date of Birth:

If the information supplied to SUSI is correct, the DEASP will need to confirm/authenticate your identity before SUSI can process your application any further. Please contact your nearest DEASP SAFE registration location (<http://www.welfare.ie/en/Pages/SAFE-Registration-PSC-Location.aspx>) and ask for the first available SAFE Registration appointment.

Once the Department of Employment Affairs and Social Protection's SAFE registration process has been completed, please e-mail [support@susi.ie](mailto:support@susi.ie) to confirm you have updated your Date of Birth and/or PPS number.

**NOTE:** Further processing of your application cannot proceed until the data you provide to SUSI can be matched with records of the DEASP. This may delay the final decision on your application.

## **Z13: Income from TUS / Rural Social Scheme**

Please download the Income from Designated Programmes Form from [www.susi.ie](http://www.susi.ie). Please return a stamped and completed form.

## **Z14: TUSLA Information Form 2019**

In order for SUSI to process your application, please download the SUSI TUSLA form 2019 from [www.susi.ie](http://www.susi.ie) and return a fully completed form to SUSI. Please ensure that your form has been signed and stamped by your designated care worker prior to submitting it to SUSI.

## **Z15: Details of Social Welfare income from a person who is not Party to your Grant Application**

You have indicated to SUSI that there is a person in your household who is not named in your grant application but who is in receipt of a social welfare payment that may entitle you to a higher rate of grant.

So that SUSI can take account of this payment and access the social welfare records for this person, you will need to provide details of this person by submitting a form to SUSI and you will need to obtain this person's consent to this.

Please download the form DEASP Income of a Person who is not a Party to a Grant Application from [www.susi.ie](http://www.susi.ie), read the information note provided on the form, complete the details required in the form, including the consent of the person and return the completed form to SUSI at the address provided.