



ILA Scotland Income Assessment

Instructions for completing the form

IMPORTANT
PLEASE USE BLACK
INK ONLY

Please complete this form in **BLACK INK**. We scan the information you provide so please only write inside the boxed areas. Please do not mark any other areas of the form.

To help you fill in this form please read the step-by-step instructions in the separate 'Notes to help you with your ILA Scotland income assessment' or visit our website at www.ilascotland.org.uk.

If you have any questions simply call our helpline on **0808 100 1090** or visit www.ilascotland.org.uk.

Data Protection Act 1998: We will use the information you give on this form to process your account renewal with ILA Scotland. We have a duty to protect the public funds we handle, and we may use the information you have given on this form to prevent and detect fraud. We will share this information with other organisations for the management of your account. We may also share this information with other organisations for research purposes or other follow-up activity related to ILA Scotland.

Section A Your Personal Details

Contact Information

A.1 Account Number:

A.2 Name:

A.3 Address:

A.4 Date of Birth:

A.5 Cross (x) this box if the details shown above are incorrect.

Please make any changes in the right hand box above.

Section B Details of Your Income

Please supply details of how much you earn. Or, if you are on any of the Benefits/Tax Credits listed below simply mark all that apply. If none, enter '0.00'.

B.1 Your total annual income before tax.

£ , .

B.2 If you have no income cross (x) this box.

You must supply evidence of any income you receive (see notes B.1 and B.2 in the separate "Notes to help you with your ILA Scotland income assessment").

Details of your Benefits/Tax Credits

If you are on any Benefits/Tax Credits please mark all that apply from the list below with a cross (x).

B.3 Jobseeker's Allowance

B.7 Pension Credit
(also known as the
State Pension Credit)

B.4 Income Support

B.5 Employment and
Support Allowance

B.8 Child Tax Credit
(maximum rate)

B.6 Carer's Allowance

You must supply evidence of any one of the Benefits/Tax Credits you receive (see notes B.3 to B.8 in the separate "Notes to help you with your ILA Scotland income assessment").

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Section C Declaration and Undertaking

Applicant Declaration

This grant is made under The Individual Learning Account (Scotland) Amendment Regulations 2007.

- To the best of my knowledge and belief, the details I have given on this form are complete and accurate.
- I agree to give you any further information you may ask for.
- I understand that if I give you false information, or do not give you complete information, you may prosecute me and withdraw the support.
- I agree to repay any amount I have received, or that has been paid on my behalf, which is more than the grant due to me.

C.1 Signature

C.2 Signature
Date

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Section D Checklist (Please read Note D)

Before you send us this form, please read the checklist below:

- Have you read the notes with this form?
- Have you answered all the questions in sections A and B?
- Have you **signed** and **dated** the form in Section C?
- Have you included all the information we need? Please mark the following boxes to tell us what photocopied documents you are sending with this form. It is essential to provide documentary evidence that supports your application. Please only send clear photocopied information. **DO NOT SEND ORIGINALS.** Documents cannot be returned and will be securely destroyed.

Please do not attach the documents using pins or staples as this may delay the processing of your income assessment.

D.1 Evidence of income (i.e. your last 3 payslips).

D.2 Evidence of any one of your Benefits/Tax Credits listed in Section B.

D.3 Total number of documents enclosed.

For our use

If you have any questions about this form, please contact us free on **0808 100 1090**.