

Checklist

Help us to process this form quickly. Use this checklist to make sure you have completed all of the questions and send all the documents we ask for.

Check that you have:

- given us true and complete answers to all the questions on this form
- signed and dated the application
- signed and dated any attached sheets of additional information
- got your partner to sign and date the application and any attached sheets of additional information (if, at Section C Question 3, we have asked you to give full information about both you and your partner in the rest of the form).
- enclosed copies of all documents we have asked for – read through this list to check if you have provided **all the required documents** that apply to you, **and to your partner** (if, at Section C Question 3, we have asked you to give full information about both you and your partner in the rest of the form).

i You should provide the documents we have asked for unless your bank statements clearly show exactly what payments have been made, and what they were for. Please send us copies of documents and NOT originals.

If you have any bank, building society, etc. accounts (See Section K, Question 3).

- Provide copies of all statements for the last 3 months.

If you are receiving state benefits or tax credits (See Section G, Question 1).

- Provide a copy of the first 3 pages of your benefit book or a copy of your award letter, or a copy of your bank statement, or any other documentary evidence.

If you are in paid employment (See Section H, Question 1), either provide:

- Statement of Earnings from your employer(s) (If you have more than one employer, a statement is needed from each one) **OR**
- 5 payslips if you are paid weekly, or 2 if you are paid monthly.

If you are self-employed (See Section H, Question 6).

- Provide copies of your most recent accounts or self-assessment tax return.
- Provide copies of any business loans/HP agreements.

If you are in a business partnership (See Section H, Question 7).

- Provide copies of your most recent accounts or self-assessment tax return.
- Provide copies of any business loans/HP agreements.

If you are a director of a registered charity (See Section H, Question 19).

- Provide a letter from a Trustee to verify you do not receive payment **or**
- Provide a Statement of Earnings form completed by the charity.

If you are a company director (See Section H, Question 20).

- Provide the most recent set of company accounts.
- Provide a Statement of Earnings completed by the company accountant (If you are a director of more than one company, these documents must be provided for each of the companies).

If you receive any benefits in kind in your workplace (See Section H, Question 4).

- Provide the latest P2 Notice of tax coding.

If you receive any benefits in kind as a company director (See Section H, Question 26).

- Provide the latest P2 Notice of tax coding.

If you receive a pension (See Section I, Question 2).

- Provide the latest payment advice slip(s) or a copy of your bank statement(s).

If you have been, or are about to be, made redundant (See Section K, Question 50).

- Provide a copy of your redundancy notice from your employer on the terms of your redundancy.

If you pay maintenance for someone who doesn't live with you (See Section J, Question 33).

- Provide a copy of any CSA assessment.

If you are receiving money for maintenance (See Section I, Question 5).

- Provide a copy of any CSA assessment.

If you pay a mortgage for the property you live in (See Section J, Question 11).

- Provide documentary evidence of payments.

If you pay rent for the property you live in (See Section J, Question 14).

- Provide documentary evidence of payments.

If you pay council tax (See Section J, Question 23).

- Provide documentary evidence of payments.

If you receive payment from boarders/lodgers (See Section I, Question 12).

- Provide evidence of how much you receive.

If you own a second property from which you receive rent (See Section I, Question 8).

- Provide documentary evidence of how much rent you receive.

If you are receiving any other money not accounted for anywhere else on the form (See Section I, Question 16).

- Provide documentary evidence of payments.

If you have a financial interest in any property, land or timeshare other than the place you live (See Section K, Questions 39 and 40).

- Provide a copy of a recent valuation.
- Provide documentary evidence of the outstanding mortgage.

If you are paying rent arrears (See Section J, Question 37).

- Provide documentary evidence of payments.

If you are repaying a home improvement loan (See Section J, Question 28).

- Provide a copy of the loan agreement.

If you pay a parental contribution for anyone at college or university (See Section J, Question 36).

- Provide documentation which says you have to pay this.

If you are a student (See Section F, Question 6).

- Provide a copy of any grant award or bursary.

If you are already paying towards legal fees (See Section J, Question 40).

- Provide documentary evidence of payments.

If you are paying towards fines (See Section J, Question 43).

- Provide documentary evidence of payments.

You should now

Return the form to the person who gave it to you:

- your solicitor,
or
- us, the Scottish Legal Aid Board

If you are returning the form direct to us, send it to:
Financial Assessment Unit, Scottish Legal Aid Board,
44 Drumsheugh Gardens, Edinburgh EH3 7SW.

Make sure you pay enough postage when sending this form. Go to your local post office and have it weighed. One first or second class stamp will not cover the postage and the Royal Mail will return your application to you.

- Keep your information booklet "Civil legal aid – information for applicants" in a safe place
- If you have any questions, you should contact the Financial Assessment Unit at the Board on telephone 0131 240 2082.