

City and County of Swansea
Evidence Request Form - Submit Evidence Documents Online

Thank you for choosing to complete our on-line form. The form will automatically save your progress each time you press the NEXT button and move onto the next page.

If you make an error, the form will tell you about it and you will not be able to move on until the error has been fixed.

You MUST record your form reference number. This can be e-mailed or sent to you by text when you click on the SAVE button.

When you have completed the form and have clicked on the SUBMIT button, you will not be able to make any further amendments to your form.

Once you have submitted your form, you will be able to create a PDF copy of the form and save it to your device if you wish to.

For Official Use Only

Title	Customer Name	Form Filename	Provide Supporting Evidence (1.0).wdf
	Ifaistos Alexis Sinos	Form Reference	Sinos, Ifaistos Alexis
DOB	NINO	Notes	
	SZ697234C		
TEL			
Email	alexissinos@gmail.com		
Customer Address			
Date Form Started	06/06/2024 10:56:27		
Date of E-signing			
Date Submitted	6/6/2024 11:15:58		
Data Validation Ref	H3RXN1511RYV2		
Occupancy type			
Advisor Name (who started form)			
Advisor Department			
Self-Service			

When to use this form

- If you have completed an online form for Housing Benefit and / or Council Tax Reduction and you need to submit additional proof of your circumstances
- You have received a letter asking for information to support a new or ongoing claim for Housing Benefit and /or Council Tax Reduction.
- You have reported a change in your circumstances and need to submit additional proof of your circumstances.

You can upload information from a smartphone, tablet or a scanner from a PC. The only information that we cannot accept this way is proof of identity.

If you have been asked to provide proof of identity and other information we advise you to upload what you can now and provide the other documents as soon as possible.

You can return to this page at any time to upload information that is not yet available to you.

To provide proof of identity or other documents that you are unable to upload you can either visit the Civic Centre Swansea or one of your local district housing offices where copies of your documents will be made. It is not advisable to send valuable documents by post.

When you have completed this form and uploaded your documents you will receive an email as confirmation that the information has been submitted.

Useful Information**Our Address**

Benefit Section
Civic Centre
Oystermouth Road
Swansea
SA1 3SN

Office opening times for handing in documents :-

Monday to Thursday 8.30 am to 5.00 pm
Friday 8.30am to 4.30 pm

Our telephone number – 01792 635353

We have an automated service which is available 24 hours a day.

Email address - benefits@swansea.gov.uk

Remember you must inform the Benefits Section of any change in **your** circumstances, or of **anyone else** living in your household.

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Surname

Sinos

Other Name(s)

Ifaistos Alexis

Any other names you have used

Title

Mr

Email Address

alexissinos@gmail.com

National Insurance Number

SZ697234C

Reference Number

77XBHYTCGF22

Address

25 Ormsby Terrace,
Port Tennant

Postcode

SA1 8JY

You can use this part of the form to tell us any additional information.

This is evidence requested for proof of benefit entitlement and council tax reduction as well as housing benefit