

Confidential Income Statement



Step 1.

Please provide full details of your household income by completing all sections of the form below.

Step 2. Please return your form to us with all relevant information and documentation

- ✓ By Email to: rent@circlevha.ie
- ✓ By Post using a stamped envelope addressed to: Income Management Section, Circle Voluntary Housing, Phoenix House, 32-34 Castle Street, Dublin 2

Failure to provide your full household income or information requested will result in the application of penalties as per your tenancy agreement. Failure to provide the necessary documentation to establish income levels represents a breach of tenancy agreement and could jeopardise your tenancy with Circle VHA.

1 Household Details

Name		
Address		
Town	City / County	Eircode/Postcode
Phone	Mobile	
Email		

Please list all members of the household, including yourself, all children and dependents in this section that will be living in the property.
If there have been new additions to your household, please include.

Named Tenants

Title (Mr, Mrs, Miss)	Name	Date of Birth	Date of move-in	PPS Number	Current Occupation (Employed, Unemployed, Retired, Etc.)

Dependants Under 18

Title (Mr, Miss)	Name	Date of Birth	Date of Move- in	PPS Number	Relationship to you (Son, Daughter, Grandchild etc.)

Dependants Over 18

Title (Mr, Mrs, Miss)	Name	Date of Birth	Date of move-in	PPS Number	Relationship to you (Son, Daughter, Grandchild etc.)	Current Occupation (Employed, Unemployed, Retired)

2 Emergency & Next of Kin Contact Details

Information provided is strictly confidential, contact details will only be used in the event of an emergency

	Name	Relationship to you (Spouse, Partner, Son, Daughter, Etc.)	Address	Contact Number
Emergency Contact				
Next of Kin				

3 Income Details

- ✓ If any of your dependants are aged 18 or over and are in full time education, please provide a letter from the School or College confirming their attendance.
- ✓ Details of all dependants over the age of 18 years not in full time education must be included below

3a. Income from Employment/Pension

Name	Type of Employment/Pension: (Self-Employed, Full Time, Part Time, CE/TUS Scheme, Etc	Date that Income Change Applied	Weekly Income Amount

Proof of Income – Please attach the relevant document(s) that apply to you:

1. Employment:

- Employment Detail Summary (previous year) from your Revenue myAccount, or
- 3 current payslips.
- If no longer employed: Employment Detail Summary showing your last employment, or a letter from your previous employer confirming your employment end date.

2. Self-Employment:

- Your most recent tax return or certified set of accounts.

3. Employment/Work Placement Schemes (e.g. CE, Tús, Work Placement Experience Programme, Apprenticeship):

- A letter confirming your participation and pay.

4. Private, Occupational or Foreign Pension:

- An up-to-date statement from your pension provider showing the amount you receive.

Note: If you receive an Irish State Pension, please complete the Social Welfare form through the Department of Social Protection instead of providing pension documents

3b . Income from Social Welfare

Name	Type of Income (Jobseekers, Carers Allowance, Disability Allowance, One Parent Family Payment, Etc.)	Date that Income Change Applied	Weekly Income Amount *Exclusive of Fuel, Living Alone Allowance or Telephone Support Allowance (TSA)

3c. Income from other sources

Name	Type of Income (Child Maintenance, Spousal Maintenance, Etc.)	Date that Income Change Applied	Weekly Income Amount *Exclusive of Fuel, Living Alone Allowance or Telephone Support Allowance (TSA)

3d. Income from Savings and Dividends

Please provide relevant documentation if you or a member of your household has earned interest on savings, dividends on shares or received any other income with a value greater than €100 in the previous calendar year.

4 Declaration

Please read the statements below carefully and sign in the relevant box.

I/We authorise and give authorisation for Circle Voluntary Housing Association to seek and receive information which Circle Voluntary Housing Association may require from My/Our employer or Department of Social Protection or from any source in relation to income.

I/We are aware that it is a condition of My/Our Tenancy Agreement that the inclusion of false information or omission of any details is a breach of I/We Tenancy Agreement and may jeopardise My/Our Tenancy with Circle Voluntary Housing Association

Tenant 1

Date

Tenant 2

Date

How to Send Your Information to Us:

- ✓ By email to: rent@circlevha.ie
- ✓ By Post using stamped address envelope enclosed to:
Income Management Section, Circle Voluntary Housing, Phoenix House, 32-34 Castle Street, Dublin 2, Co.Dublin

To be completed by the Department of Social Protection

CircleVHA requests the following information in order to assess rent under the Differential Rent Scheme



Where a payment was received, please outline the total amount received, exclusive of fuel allowance, Living Alone Allowance, Telephone Support Allowance (TSA) in the Net Payment box. Thank you for your cooperation.

Tenant Name

Address

I confirm that the following payments are being received by the Household:

	Main Claimant	Additional Claimant 1	Additional Claimant 2
Name			
PPS Number			
Type of Payment			
From (date)			
Current Weekly Rate *Excluding Living Alone, Fuel or TSA allowance			
Reason for Deduction/s			
Amount of Deduction/s			
Net Weekly Payment			

To be signed, dated and stamped by a Department of Social Protection Officer only.

Name

Signed

Date

Tel No.

Official Stamp

CHECKLIST FOR CIS COMPLETION – Have you enclosed the following?

Use this checklist to confirm you've enclosed all required documents by ticking the boxes below

Section 1	Listed all members of your household including all children, dependents and new additions.	
Section 1	Copy of Birth Certificate for any new addition/s to your family.	
Section 2	Please provide Emergency contact and Next of Kin's details. These details are strictly confidential and will only be used in an emergency.	
Section 3a	Employment Detail Summary (Previous Year) and/or 3 current payslips - available through your Revenue myAccount Service or 3 Current Payslips.	
Section 3a	Details of last employment available through your Revenue myAccount and/or a letter from your previous employer with a cessation date.	
Section 3a	Most recent tax returns or certified set of accounts. (Prepared by your accountant if you or any member of your household is self-employed.	
Section 3a	If you or any member of your household is in Work Placement, CE, Tus Scheme or Apprenticeship please provide a letter confirming pay and attendance.	
Section 3a	An up to date statement from your pension provider to confirm the total amount received. if you or any household member is in receipt of a private, occupational or foreign pension.	
Section 3b	Completed social welfare form or a weekly statement which can be requested at your local office or on the following website: https://services.mywelfare.ie/ or alternatively three current social welfare payment slips.	
Section 3c	If you are receiving or paying Child(ren) or Spousal maintenance, please provide Court Order instruction for Child(ren) Maintenance or Spousal Maintenance or letter as appropriate.	
Section 3d	If you or any member of your household was in receipt of any other income with a value greater than €100 please provide relevant documentation - for example, a certificate from your bank, a statement to confirm any share dividends paid to you etc.	
Section 4	Please read and sign the declaration, both tenants must sign the declaration in the case of a joint tenancy.	