

EVIDENCE REQUIRED FOR FREE MEDIATION

For those who are self employed

Please provide the documents below, before your meeting via email to

laa@allisonmediation.co.uk

There are a lot of information required and you may need to consult your Accountant to obtain all documents required to be assessed.

The assessment involves us comparing your average monthly earnings from your last tax return compared to the income received in the last four weeks. We are told to work on the higher of the two.

To enable us to make this comparison we require

- A copy of your last tax return plus a copy of the accounts submitted with this.

AND

- Evidence of drawings, income received, business expenses [evidenced through personal or business bank statement for the four week period prior to your meeting, invoices, receipts and or account books].

Photos of the above, emailed to the above email address is sufficient.

Bank statements

In addition, your bank statement for you (and any partner, if you are living together) for any accounts in which you receive income paid into.

[This is not an exclusive list but to give you an idea the Legal Aid Agency treat wages, rental income, monies loaned from family, lottery / betting wins, bonuses, redundancy payments and sale of items as income if you use that money to help you meet your expenditure that month].

You [and any partner]

- Bank statements or from online accounts pdf or screen shots or photo's of
 - i.) Four week period before your meeting [so if your meeting is the 01.10.2020 the relevant period is 01.09.2020 to 01.10.2020]

- ii.) If you emailing us photos of bank statements we understand you may only have part of this period. You could try to log onto online accounts to create a pdf of transactions for the relevant period or attend at your bank to ask for a 'banker's roll' for the full period.

Working and child tax credits

We require either a photo of the letter informing you of this benefit (which must be no more than 6 months old) [please note this will be every page – so if it consists of say 6 pages, we will need photos of pages 1 to 6] or can be evidenced in your bank statement.

Other points to remember

Housing costs

If your monthly housing cost (rent or mortgage payment) is more than one third of your pre tax monthly income, we will need you to send us evidence of this payment. This could be simply highlighting this on any bank statement.

There is a cap of £545 per calendar month for housing costs for those without dependent children living with them.

Childcare costs

If your childcare costs exceed £600 per month, we will need a receipt for these costs, dated within the last four weeks.

Capital

Please remember the Legal Aid financial assessment is assessing income, available savings and equity in your home.

It is possible you could be eligible on INCOME but OVER ON CAPITAL so therefore you will not qualify for legal aid.

If you have savings or equity in your property, please provide us with these details when you send your income details through.