

IDENTITY DOCUMENTATION

Surname: [REDACTED] Forename: Ireneusz [REDACTED]

You have been advised to provide the following items for the interview. If you do not do so it could affect your application for a National Insurance Number.

GENERAL

- ✓ **Valid Passport**
 - Valid ID card
 - Two or more passports if of dual / multi nationality
 - Home Office documents
 - Work Permit
- ✓ **Letter from employer**
 - Contract of employment
 - Details of looking for work
 - Pay Slips
 - Mortgage agreement
 - Rental agreement
- ✓ **Letter confirming where residing**
 - Marriage / Civil Partnership Certificate
 - Birth certificate
 - Deed poll
 - Driving licence
 - Police Registration Certificate
 - Residence Document or Card
 - Certificate of Application
 - Adoption Certificate
 - Registration Certificate



COMPANY DIRECTOR (of own limited company)

- Certificate of Incorporation
- Memorandum of Association
- Articles of Association
- Stock transfer form

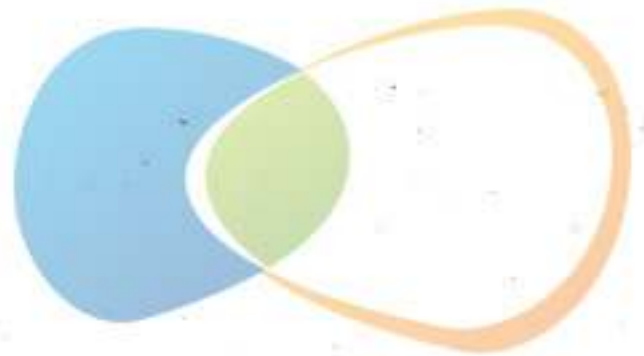
FREELANCE / SELF EMPLOYED

- Letter from HMRC about your self-employment
- Services contract
- Invoices
- Letter from accountant
- Letters from Clients

NON EC / EEA STUDENT

- Letter from college, including details of type and length of course and weekly hours
- Student ID card
- Student Loan Notification

NOTES:



Department for Work and Pensions

National Insurance Number Information

What happens after you have had your National Insurance Number interview at Tooting Office?

Your application will be sent off to our allocating office in Glasgow. If our allocating office is satisfied that all necessary information has been gathered then a decision will be made regarding your National Insurance Number application and a letter will be sent out to you.

If you receive a National Insurance Number then you should receive a plastic National Insurance Number card in approximately 9 months. Please note that your number is valid without this card and this card is NOT proof of identity.

If you do not hear anything from our Glasgow office after 8 weeks from the date of your interview please contact them on the numbers below. Please have your reference number to hand (you will find this on the receipt you were given at your interview in the top right hand corner).

0845 641 5011
0845 641 5070
0845 641 5010
0845 641 5081

If you need to forward any further information on to Glasgow you can fax details on the following numbers: - 0845 641 5074 and 0845 641 5075. When faxing any document please send a covering sheet with your name date of birth and contact details along with the reference number of your application form.

Change of address

If you are claiming a benefit you need only tell your benefit office and your details will be automatically updated.

If you are working and being paid by an employer who pays Tax and National Insurance for you, tell them and they will notify the Tax office who in turn will amend your records accordingly.

Thanks
Tooting NINO Hub Site



HM Revenue & Customs



This is important information about your National Insurance number, please read it carefully and keep for future reference

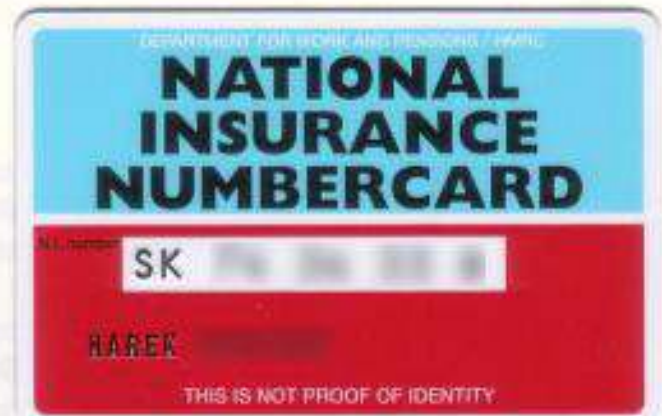
Your National Insurance (NI) number is **SK** [REDACTED]

This NI number is just for you and will always stay the same throughout your life. So keep it safe!

You must give your employer this National Insurance (NI) number when you start any new job for an employer in the UK. It is very important. If your employer does not know your NI number, you could pay too much tax and not get benefits that you are entitled to.

What do I do with my National Insurance number?

- You must give it to every person you work for.
- You will need it when claiming state benefits from the Government.
- Using your NI number correctly will help you to pay the right amount of tax and NI. Your tax and NI records are held under this number.
- Make sure you always use your own NI number whenever an NI number is required. Take care to give the correct number every time. Always check that your own NI number is on your payslip from your employer.
- A card is attached as an easy way for you to remember your own NI number. Keep it safe. Always quote this number when contacting HMRC, JobCentre Plus, The Pension Service, Disability and Carer's Service as required.



This card is NOT a form of identification.

Technical details for official use only



What is National Insurance (NI)?

- The NI scheme enables people to make payments towards providing them with state benefits and state pension.
- Paying NI is compulsory if you are employed and also if you are self-employed.
- Paying the right amount of NI is very important for services you may require such as state benefits and your state pension.

Why do I pay National Insurance?

- Your NI contributes to the UK's state benefits, including your state pension and helps pay for health services.
- You start paying NI when you are 16.

Leaving school?

- You can only begin full-time work when –
 - You have reached the age of 16 and
 - You have completed your compulsory education.
- You need your NI number to apply for a student loan.

Contact details

- For more information on working and paying tax and NI in the UK, as well as claiming child benefit and tax credits, contact HM Revenue & Customs (HMRC) (www.hmrc.gov.uk).
- For more information on other benefits contact the Department for Work and Pensions (DWP) (www.dwp.gov.uk or www.direct.gov.uk).
- If you change your name or address, please contact your nearest HMRC office.
- For lost or replacement cards: please call HMRC on 0845 915 7006 (**you can only get one replacement card, so keep it safely at home**).
- We can supply this information in Braille, large print and audio; please contact HMRC on 0845 915 8640, or Typetalk 0845 915 9047. Alternatively please write to us at HMRC, National Insurance Contributions Office, Individuals Case Build Team, Room BP2002, Benton Park View, Newcastle upon Tyne, NE98 1ZZ.

Welsh Language

Under the Welsh Language Act, we can provide a bilingual Welsh-English NI number card. If you live in Wales and would like a bilingual card, please write, enclosing your English card, to the Welsh Contact Centre, Ty Moelwyn, Porthmadog, Gwynedd, LL49 9AB.

Please remember your NI number is just for you and will always stay the same throughout your life. So keep it safe!

The card is NOT a form of identification.



Reference:
Rebook/Contact Phone No: 0845 600 0643
Date:

Optigen

NATIONAL INSURANCE (NI) NUMBER APPOINTMENT LETTER

Dear Mr [REDACTED]

We need to interview you to obtain further information to allocate a NI number because you have

- requested a NI number or
- made a claim to benefit or
- made an application for a student loan or
- a NI number that needs to be updated.

An appointment has been made for your interview at 67 Upper Tooting Road, London, SW17 7TN on [REDACTED] at 09:30.

The information attached to this letter provides details of evidence that can be used to help us process your application. Please bring as much of this information as possible to your interview.

If you do not hold this documentation or you are unable to keep this appointment you should telephone the number provided above to rearrange another appointment.

Leaflet NICA5JP contains additional information on obtaining a NI Number. A copy of this leaflet is available on the Jobcentre Plus web site (jobcentreplus.gov.uk) or alternatively you can obtain the leaflet from your local Jobcentre Plus office.

Yours sincerely

On behalf of Manager



jobcentreplus

Optigen

Website: www.dwp.gov.uk

Contact Phone No:

0845 6415008

Date: 7th April 2009

Dear Mr [REDACTED]

About your National Insurance (NI) number

You recently attended an interview and applied for a NI number.

Your NI number has now been allocated and I can confirm it as:

S K [REDACTED] [REDACTED] [REDACTED] A

Please note that this is not proof of identity.

Your NI number card will be posted to you by HM Revenue and Customs. This could take up to 6 to 8 weeks. If you have not received your NI number card within 8 weeks, please contact HM Revenue and Customs on 0845 915 7006.

You must give your employer your NI number when you start work. This will enable your NI contributions to be credited to your NI account. If you fail to tell your employer your NI number it may cause a delay in the payment of any benefits you may claim in the future.

If you claim a DWP benefit or make an enquiry at a benefit office you will need to provide your NI number and proof of your identity. If you are receiving benefits and your circumstances change, including changes to address, name or marital status, inform the office paying your benefit.

In all other situations you should inform HMRC of any changes in writing to: HMRC, NI Contributions Office, Benton Park View, Newcastle-upon-Tyne, NE98 1ZZ.

Yours sincerely

On behalf of Manager

2-4 weeks

Application for a National Insurance number

Please read these notes before this form is completed

If you have a National Insurance number, think you may have a National Insurance number, or have previously applied to be registered for National Insurance purposes, please tell the interviewing officer before this form is completed.

You should only apply for a National Insurance number if you:

- have the legal right to work in the UK
- are about to become, are currently, or have ever been self-employed in the UK
- wish to and have been advised that you will benefit from paying voluntary National Insurance contributions
- are currently claiming benefit in the UK
- are a partner of a person who has claimed or is claiming benefit, or
- have been advised to by the Student Loan Company.

The UK is England, Scotland, Wales and Northern Ireland.

You will be asked to give us details and evidence, to support your identity and right to work in the UK, for your application. We will have either discussed this with you, or written to you about this prior to your interview.

By completing this form you will be giving information to both the Department for Work and Pensions (DWP) and HM Revenue & Customs (HMRC). This is because both departments work together with National Insurance (NI). DWP allocates the National Insurance numbers and HMRC holds the NI accounts with the details of the NI contributions and credits you earn. These may be used in future benefit claims.

DWP official use

Surname

Forename

Date of application

Office stamp

NATIONAL INSURANCE
APPLICATIONS OFFICE
47 YORK ROAD
LONDON
SW17 7TR

What will happen next

Following completion of your application form, your application will be processed. This may include verifying your application with other people or organisations you have told us about.

You will be notified of the outcome of your application by post, to the address you supply on this form. **If you move address before you have heard from us it is important that you notify the office which dealt with your application, in writing, giving details of your new address. You must sign and date this notification.** You should quote your name and the reference number in the top right hand corner of this tear-off page in any contact with us about your application whilst it is being processed.

If your employer asks for confirmation that you have applied for a National Insurance number, please show them this tear-off page.

If you have any questions about your application or the interview, please ask the interviewing officer who will be happy to help you. Please keep this tear-off page in a safe place until you receive notification of the outcome of your application.

How we collect and use information

The information we collect about you and how we use it depends mainly on the reason for your business with us. But we may use it for any of the Department's purposes, which include

- social security benefits and allowances
- child support
- employment and training
- private pensions policy, and
- retirement planning.

We may get information from others to check the information you give to us and to improve our services. We may give information to other organisations as the law allows, for example to safeguard against crime.

To find out more about how we use information, visit our website www.dwp.gov.uk/privacy.asp or contact any of our offices.

The logo for Optigen features a stylized graphic of three overlapping circles in blue, green, and orange, with the word "Optigen" written in a blue, sans-serif font below it.

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