







HAP SSC







# Main supporting documents required **Tenants:**

- Current payslips
- Social Welfare Receipts
- Employment Detail Summary / Statement of Liability
- Lease Agreement
- Irish Residence Permit
- Letter from school / college





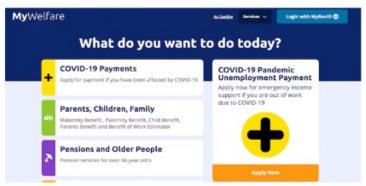


## **PAYSLIPS & SOCIAL WELFARE PAYMENTS**

- Payslips can be uploaded in JPEG or PDF format
- Social Welfare **Payments**
- Proof of Child income
- Mywelfare.ie

Payslips can be uploaded as PDF or screenshots but we can not access password protected payslips





Using the mywelfare.ie website you can screenshot your social welfare payments or upload a current award letter







# **Employment detail** summary & statement of Liability

- Employment history
- ❖ Log into 'My Account' on www.revenue.ie





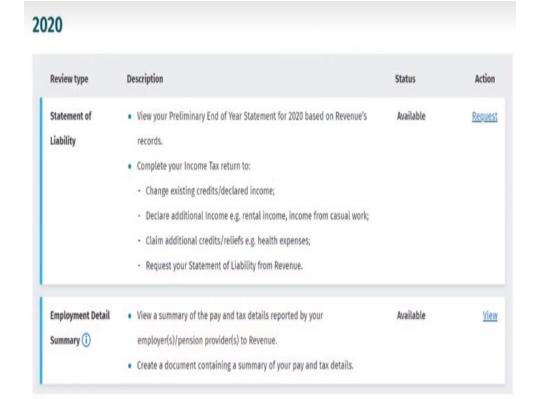






# Employment detail summary & statement of Liability

- Click 'Review your Tax'
- Download your most recent Employment Detail Summary (Usually for the previous year) in pdf format.



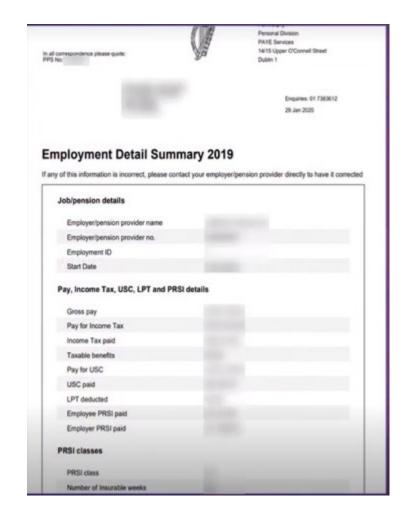






# **Employment detail** summary & statement of Liability

- Upload the previous year's Employment Detail Summary. Eg for 2023, 2022 documentation required
- Statement of Liability









### **CHAPTER 4 SELF ASSESSMENT**

For applicants who are self employed, HAP require your End of Year Self Assessment or Chapter 4

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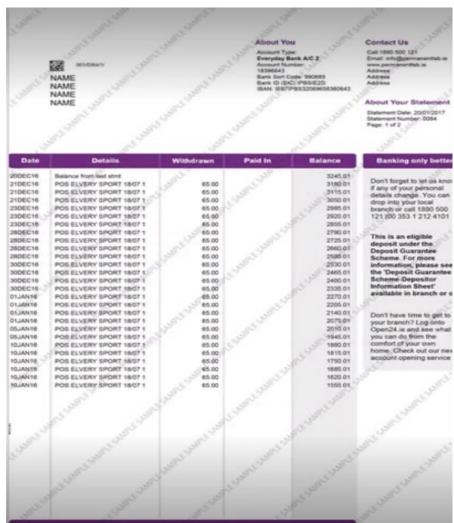






#### **BANK STATEMENT**

- ❖ For all other income you can upload your bank statement.
- This would be for any other income such as maintenance, private pension, etc.



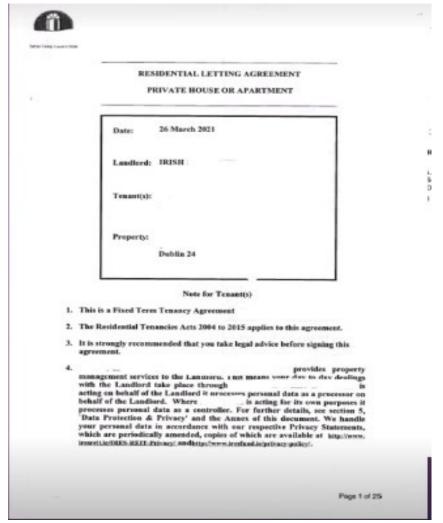






#### **LEASE AGREEMENT**

- Each Applicant must upload the lease agreement for the property you wish to apply for a HAP payment
- Tenant and Landlords name
- **Property**
- Schedule









#### **OTHER DOCUMENTS**

- Applicants who are in full time education or have family members who are over 17 and are in full time education require a letter confirming admission
- Some applicants may need to upload their Irish Residence Permit card depending on their residency status.

