





» Additional information we may need from you



To help us assess your application for another card, we may need you to provide some additional information so we can verify your income. Follow the five steps below to see what you need to send us. This will depend on your employment and income status. **Please don't send us original documents.**

Step 1:	Step 2:	Step 3:	Step 4:	Step 5:
What's your employment status?	Do you have any other income?	What documents do we need?	How many do we need?	How to send us the documents
Unemployed/ Benefits income	No	<input type="checkbox"/> Bank statements – to show Benefits income	<ul style="list-style-type: none"> • Paid weekly: Send us eight payslips OR two bank statements. • Paid monthly or every three months: Send us two payslips OR two bank statements. • Paid every four months or less often: Send us four payslips OR four bank statements. <p>Please send the most up to date documents, in date order, showing your name and address. (This information doesn't affect your Paydown Plan offer.)</p>	 <p>By post: Send copies of your documents (not originals), along with your Credit Card Agreement form in the prepaid envelope with this letter.</p>  <p>In branch: Take your documents to any branch of Barclays. They can scan originals for you too. You'll find your nearest branch at barclays.co.uk/branch-finder</p>  <p>IMPORTANT: If you decide to apply for another card, your signed Credit Card Agreement must be returned to us by post – not in-branch.</p>
	Yes	<input type="checkbox"/> Bank statements showing Benefits income and earned income AND <input type="checkbox"/> Payslips for earned income OR <input type="checkbox"/> HMRC SA302 form for self-employed income*		
Retired with pension income	No	<input type="checkbox"/> Bank statements – to show Pension income		
	Yes	<input type="checkbox"/> Bank statements showing Pension income and Benefits/Dividend/Earned income AND <input type="checkbox"/> Payslips for additional earned income (if not in bank statements) OR <input type="checkbox"/> HMRC SA302 form for self-employed income*		
Self-Employed	No	<input type="checkbox"/> HMRC SA302 form for self-employed income* AND <input type="checkbox"/> Bank statements		
	Yes	<input type="checkbox"/> HMRC SA302 form for self-employed income* AND <input type="checkbox"/> Bank statements showing Pension income and Benefits/Dividend/Earned income OR <input type="checkbox"/> Payslips for additional earned income (if not in bank statements)		
Employed	No	<input type="checkbox"/> Payslips and/or bank statements	 <p>Please write your unique reference number, which is on each document so we know it's from you.</p> <p>Here's an example of what to send. If you're retired and get a pension payment every four months, then you'd need to send in four bank statements. If you supplement your income with a part-time job paid weekly, then the bank statement would cover this. (You can also show evidence of this with eight payslips for that job AND the four bank statements for the pension payments.) Please make sure the payslips show your name and income, and the bank statements show your name, address and income.</p>	
	Yes	<input type="checkbox"/> Payslips and/or bank statements showing earned income, Self-employed income, Pension OR Dividend income AND <input type="checkbox"/> Payslips for additional earned income (if not in bank statements) OR <input type="checkbox"/> HMRC SA302 form for self-employed income*		

*HMRC SA302 form – This is your tax return calculation or HMRC online self-assessment tax calculation dated within the last **18 months**. If you haven't been sent a paper copy by HMRC, you'll need to print this off to send it to us. This needs to show that your tax return has been **submitted**.