



## Maynooth University Student Assistance Fund 2023/24 Household Income Documents Checklist

**When you apply to SAF, you will be provided with a secure link to upload your supporting documents. Do not email documents.**

<b>Students in receipt of SUSI</b> (i.e. maintenance grant and/or fees paid by SUSI). Note: the SUSI award letter belongs to you, the student.		
<b>Income Source</b>	<b>Supporting Document</b>	<b>How to get this document</b>
Your 2023/24 SUSI award	<b>SUSI award letter for 2023/24</b> (all 3 pages)	If you do not have a hard copy of your SUSI letter, you can find the full 3-page version of your SUSI award letter in the Correspondence section of your online <a href="#">SUSI</a> account, or email <a href="mailto:support@susi.ie">support@susi.ie</a> to get a hard copy posted to you.
Note for repeating students	Students repeating a year in 2023/24 who are not funded from SUSI for 2023/24 but who were in receipt of SUSI in 2022/23 can provide their <b>SUSI award letter for 2022/23</b> (all 3 pages must be uploaded) + <b>proof of household income for 2023/24</b> (this can be 3 recent payslips belonging to the earners in your household (parents/guardians/spouse/partner) or one of the proof of income documents from category B, below)	If you do not have a hard copy of your 2022/23 SUSI letter to hand but you provided your 2022/23 SUSI letter for SAF in 2022/23, you can email <a href="mailto:saf@mu.ie">saf@mu.ie</a> and inform us that we already have your letter on file. Alternatively, you can email <a href="mailto:support@susi.ie">support@susi.ie</a> to get a hard copy of your 2022/23 SUSI letter posted to you.
<b>Students not in receipt of SUSI</b> In general, students are dependents, so their parents'/guardians' household income documents are required. If you are over 23 and living independently, see the information on 'Living Independently' below. Note: only the income earner can request income documents from the relevant authority.		
<b>Household income Source</b>	<b>Supporting Document</b>	<b>How to get this document</b>
Self-employed income	<a href="#">Notice of Assessment / Self-Assessment</a> Letter for the full year ended 31 December 2022	The income earner can request a <a href="#">Notice of Assessment / Self-Assessment</a> from the relevant person's account at <a href="http://www.revenue.ie">www.revenue.ie</a>
Income from Employment (PAYE)	Statement of Liability (formerly called End of year statement - P21) for the full year ended 31 December 2022 (2 pages).	The income earner can request a Statement of Liability (formerly called an End of year Statement or P21) from their online PAYE account at <a href="http://www.revenue.ie">www.revenue.ie</a>



The Student Assistance Fund (SAF) is managed by the Higher Education Authority (HEA) on behalf of the Department of Further and Higher Education, Research, Innovation and Science

<b>Students not in receipt of SUSI (cont'd)</b>		
<b>Income Source</b>	<b>Supporting Document</b>	<b>How to get this document</b>
Vocational Training Opportunities Scheme (VTOS)	Letter from an Educational Training Board (ETB) or Post Leaving Certificate (PLC) College where you attended confirming the total amount earned in 2022.	The letter must be on headed paper, signed and dated by an official in the ETB or PLC you attended in 2022.
TUS/CE/RSS Schemes	Statement of Liability (formerly called an End of year statement - P21) for the full year ended 31 December 2022.	The income earner can request a Statement of Liability (formerly called an End of year Statement or P21) from their online PAYE account at <a href="http://www.revenue.ie">www.revenue.ie</a>
Self-Employed and Farmers	A copy of <b>Notice of Assessment/Self-Assessment Letter Chapter 4 or 5</b> for the full year ended 31 December 2022 (all pages)	The income earner can request a <a href="#">Notice of Assessment / Self-Assessment</a> for the full year ended 31 December 2022 from their online account at <a href="http://www.revenue.ie">www.revenue.ie</a>
Non-Irish Income/Welfare Payments	Official documentation from the country to show the total income received for full year ending 31 December 2022	The income earner can contact the relevant national revenue service to request the required documentation.

### **Students over 23 & Living Independently & not in receipt of SUSI\*:**

Living independently has a strict definition: it means you are not residing at the family home since at least the October of the **year before** the year entry to university and that you receive no financial support from your parents/guardians whatsoever. If you qualify under this definition, you should provide the following income documents for all income earners in your own household:

1. **Income documents** for the full year ending 2022. Refer to the table above to find out which document.
2. **Proof of mortgage/ rental** (copy of your mortgage statement/ signed lease or rent book or other proof of rent dated from at least October of the year prior to entry to university or earlier if possible).
3. **Recent utility bill** at your current address (a mobile phone bill is not acceptable).

**\*Household income documents required if over 23 and living with parents/guardians & not on SUSI?**

You should provide your parents'/guardians' Household Income Documents as listed in the table above.

### **Extra information about Supporting Documents:**

[See the SAF FAQs on Supporting Documentation](#)

[Sample P21 Statement of Liability](#)

[Sample Notice of Self Assessment](#)

[Sample Social Welfare Balancing Statement](#)