

Help using this PDF claim form

In this PDF form we have introduced a special feature that lets you save it in Adobe Reader 8.1.2 and later. This means that you no longer have to complete the form in one session.

This form will only work if you:

- save it to your computer, then
- open it in Acrobat Reader version 8.1.2 or later.

The form will not work in:

- older versions of Acrobat Reader
- other pdf readers, for example *Preview* on a Mac or *Foxit* on a PC
- your web browser window.

If you are having technical difficulties:

- downloading the form
- Navigating around the form, or
- printing the form

Please contact the **eService helpdesk**.

Phone: **0845 601 80 40**

Minicom (textphone): **0845 601 80 39**

Email: **eservicehelpdesk@dwp.gsi.gov.uk**

Opening hours

Monday to Friday: 08.00am - 09.00pm

Weekend: 08.00am - 04.00pm

Closed on all Public and Bank Holidays.

For help and advice on the information you need to put on the form or about the benefit you want to claim, contact the office that deals with the benefit.

We would like your feedback about this PDF claim form

We would like your feedback about this form. We will use any comments to improve future versions. Please email your comments to:

forms.feedback@dwp.gsi.gov.uk

Please do not send personal information or questions about your benefit or entitlement to this email address.

Maternity Allowance

jobcentreplus

Department for
Work and Pensions

Notes sheet

- **Help if you are expecting a baby and you**
 - have been employed but cannot get Statutory Maternity Pay, or
 - are self employed, or
 - have been employed recently.

Please keep these notes for your information.

These notes give general guidance only and should not be treated as a complete and authoritative statement of the law.

What is Maternity Allowance

Maternity Allowance (MA) is a social security benefit that you may be able to get around the time your baby is due. It is paid every 2 weeks or every 4 weeks in arrears, and is paid for a period of up to **39 weeks**. The period we pay MA for is called the **Maternity Allowance Period (MAP)**.

Who can get Maternity Allowance

You may be able to get Maternity Allowance (MA) if

- **you are not entitled to Statutory Maternity Pay (SMP) from any of your employers,**

You may not be able to get Statutory Maternity Pay because

- you were not employed in the 15th week before the week your baby is due, or
- you have not been employed by the same employer for long enough, or
- you have not been earning enough.

Your employer will give you a form **SMP1** which says why you cannot get SMP. If you have more than one employer, send us an **SMP1** from each employer.

and

- **you have been employed or self-employed for at least 26 weeks in the 66 weeks before the week you expect to have your baby,**

The 66 weeks before the week you expect to have your baby is known as your **Test Period**. We work out your test period from the date your baby is due, not the actual date of birth.

We count employment for part of a week as employment for a whole week.

Who can get Maternity Allowance continued

and

- **your average gross weekly earnings are at least £30 a week, and**
- **you have stopped work to have your baby.**

If you are employed, we may check the information you have given us with your employer.

If you are self-employed, you are required by law to register your self-employment with HM Revenue & Customs according to HM Revenue & Customs rules.

If you do not register or register late, you may lose some or all of your MA

By *employer* we mean the person or organisation who pays the employer's share of Class 1 National Insurance (NI) contributions. We still call them an employer, even if they don't pay Class 1 NI contributions because of an employee's age or level of earnings.

We call you *employed* even if you are an agency worker, if

- you pay Class 1 NI contributions on your earnings, or
- you would pay Class 1 NI contributions, but you do not because of your age or level of earnings.

To find out more about your gross weekly earnings, see

- **pages 7 and 8** if you are employed, or
- **pages 8 and 9** if you are self-employed.

You do not have to be a UK citizen to get MA.

If you have worked, you may be able to get MA.

When to claim Maternity Allowance

The earliest you can claim is at the start of the 14th week before the week your baby is due.

Even if you are still working, claim as soon as you can after the start of the 14th week before the week your baby is due. We will contact you later to find out the date when you stop work.

Do not sign and date the **MA1** claim form earlier than the 14th week before the week your baby is due.

If your baby is born early

Claim straight away after your baby is born. Your test period will not change.

Time limit for claims

You must claim within 3 months of the date your Maternity Allowance Period is due to start. If you delay, you will lose money.

Your expected date of childbirth

- **If you are claiming before your baby is born**
This date is in **Part A** of your **Maternity Certificate MAT B1**. Childbirth is called *confinement* on the certificate. You can get this certificate from your doctor or midwife from the 21st week of your pregnancy.
- **If you are claiming after your baby is born**
Send us your **MAT B1** completed at **Part B**.
If Part A has not been completed, you must send us your baby's birth certificate.
- **If your baby was stillborn**
Please send in the notification of stillbirth issued by the attending midwife or doctor or the certificate of stillbirth issued by the registrar.

When we pay Maternity Allowance

Your **Maternity Allowance Period (MAP)** will start on the Sunday of the 11th week before the week you expect to have your baby, if you are not employed or self employed at this time.

If you are still employed or self-employed on or after the 11th week before the week you expect to have your baby

You can choose when you want your MA to start. You can choose any day after you have stopped work to have your baby. This means that your MA can start from the first day of your maternity leave.

You can also choose to start your MA later than the date your maternity leave starts. But the latest date your MA can start is the day after the birth of your baby.

If you are getting SSP from your employer, your SSP must stop when your MA starts. **You must tell your employer the date that your MAP will start.**

If you give birth earlier than expected

If you give birth earlier than expected and your MA has not yet started, you **must** tell Jobcentre Plus straight away. This is because your MA will start automatically on the day after the birth.

If you give birth to a stillborn child

If your baby is stillborn from the start of the 24th week of pregnancy you must tell Jobcentre Plus straight away. This is because MA will start the day after the birth.

When we pay Maternity Allowance continued

If you are off work because of your pregnancy on or after the 4th week before the week your baby is due

Your MA **must start** if you are on maternity leave on or after the 4th week before the week your baby is due. Your MA will start automatically on the day after the first day you are absent from work for this reason in this 4 week period.

If you are off sick just before you get MA

Your MA **must start** if you are sick and absent from work because of your pregnancy at any time in the 4 weeks before the week your baby is due.

Your MA will start automatically on the day after the first day you are sick and absent from work for this reason in this 4 week period.

If you were getting any Statutory Sick Pay (SSP), Employment and Support Allowance or Incapacity Benefit, it will stop.

If you and your employer disagree about whether you are sick because of your pregnancy, get in touch with Jobcentre Plus.

How we work out how much Maternity Allowance you get

We use the **earnings rule** to work out your Maternity Allowance.

If you are employed

The earnings rule means that you must earn at least £30 a week on average. We average your gross earnings over any 13 weeks in your **Test Period**. The 13 weeks do not have to be in a row.

By *gross earnings*, we mean the amount of money your employer pays you before anything is taken off. For example, income tax or National Insurance contributions.

To work out your average gross weekly earnings, we will add together your gross earnings from each of the 13 weeks in which you earned the most. We then divide the total by 13.

We need to see original payslips for the 13 weeks you choose. Send in your weekly payslips or, if you are not paid weekly, send us payslips covering at least the 13 weeks in which you earned the most in your Test Period. For example, if you are paid monthly, send us at least 4 months' payslips and we will work out how much you earn each week.

If you had more than one job in any of the weeks you have chosen, send us the payslips from all the jobs. We will return them to you.

If you do not have your original payslips you can ask your employer to give you copies of them, or you can ask for a statement from your employer to cover your chosen weeks.

The amount of Maternity Allowance you get will be either the standard rate of MA or 90% of your average gross weekly earnings. You will get the amount which is the lower of the two.

How we work out how much Maternity Allowance you get continued

If you are self-employed

If you are self-employed you are required by law to register as self-employed with HM Revenue & Customs. If you do not register, or register late, you may lose some or all of your entitlement to Maternity Allowance.

If you

- are registered as self-employed, and
 - have paid Class 2 National Insurance contributions, and
 - do not hold a Small Earnings Exception certificate
- you will be treated as having enough weekly earnings to result in the standard rate of MA for any week covered by that Class 2 National Insurance contribution.

If you are registered as self-employed and hold a Small Earnings Exception certificate, you will be treated as having earnings of £30 at the end of each week covered by the certificate. This applies even if you have paid a Class 2 National Insurance contribution for a week covered by the certificate.

If you have been registered as self-employed for at least 26 weeks in your test period, you may not qualify for MA unless

- you have paid Class 2 National Insurance contributions in your test period, or
- you have held a Small Earnings Exception certificate for at least 13 weeks in your test period.

If you have worked abroad

Maternity Allowance is based on employment and earnings in the UK. If you have not worked or earned enough in the UK to get Maternity Allowance, but have worked abroad in certain countries, we may be able to take that work into account.

For more information about the countries we can consider, go to **www.dwp.gov.uk/international**

What happens after you claim

We can make a decision about your Maternity Allowance claim more quickly if you

- answer all the questions on the claim form that apply to you, and
- send us all the documents we ask for.

If you cannot do this, get in touch with us. We will write to tell you the result of your claim as soon as we can.

If you are not entitled to MA

We will write to tell you the reason. We will also check to see if you can get Employment and Support Allowance. To find out more, ask for a leaflet from Jobcentre Plus. Or you can visit www.direct.gov.uk/benefits

More information and other help

Maternity Allowance

There is more information about this in **NI17A** *A guide to Maternity Benefits*. You can find the guide at www.direct.gov.uk/benefits

Working while getting MA

You are allowed to work for up to 10 days during your MAP without losing MA payments. These are called *Keeping in Touch days*. You can find out more about this in guide **NI17A**. You can also ask Jobcentre Plus.

You must tell Jobcentre Plus of any work you do while you get MA.

More information and other help

If you are going abroad or have been abroad

We use *abroad* to mean any country outside the United Kingdom (UK). The UK is Great Britain and Northern Ireland, including any territorial waters next to Great Britain and Northern Ireland. The UK does not include the Isle of Man or the Channel Islands.

The UK has special arrangements with certain other countries that may help you to get MA if you are going abroad or if you have recently been abroad and returned to the UK.

You can find out more by contacting:

International Pension Centre
Department for Work and Pensions
Tyneview Park
Benton
Newcastle-upon-Tyne
NE98 1BA

Phone: 0191 218 7082 (or 44 191 218 7082 when calling from abroad)

Fax: 0191 218 7147

E-mail:

typ.internationalqueries@thepensionservice.gsi.gov.uk

Or you can find out more at
www.dwp.gov.uk/international

Child Benefit

You can claim this benefit when your baby is born. To find out more about Child Benefit visit **www.hmrc.gov.uk**

More information and other help continued

Sure Start Maternity Grant

You may be able to get a Sure Start Maternity Grant if you or your partner are getting

- Income Support
- income-based Jobseeker's Allowance
- Child Tax Credit at a rate higher than the family element, or
- Working Tax Credit which includes a disability or severe disability element.

You can get the claim form **SF100** *Sure Start Maternity Grant from the Social Fund* from your ante-natal clinic or Jobcentre Plus.

Working Tax Credit

This is a payment to top up the earnings of working people with a low income. You usually need to be working a minimum number of hours a week to claim Working Tax Credit.

If you are aged 16 or over, you can claim Working Tax Credit if you work at least 16 hours a week and

- you qualify for a disability element, or
- you or your partner are aged 60 or over, or
- you are single and are responsible for a child or qualifying young person.

If you are part of a couple and are responsible for a child or qualifying young person, you can claim Working Tax Credit if

- you and your partner work at least 24 hours a week between you, with one of you working at least 16 hours a week, or
- you or your partner work at least 16 hours a week when the other partner is incapacitated, in hospital or in prison, or
- you or your partner work at least 16 hours a week and are disabled or aged 60 or over.

More information and other help continued

If you do not have children, are not entitled to the disability element or are not over 60, you can claim Working Tax Credit if:

- you are aged 25 or over, and
- you work at least 30 hours a week.

Working Tax Credit is available to self-employed people and employees.

Child Tax Credit

Maternity Allowance does not include money for children or qualifying young persons. But you can claim Child Tax Credit instead.

We use 'child' to mean a person aged under 16 who you are getting Child Benefit for.

We use 'qualifying young person' to mean a person aged 16, 17, 18 or 19 who you are getting Child Benefit for.

To claim tax credits

To claim tax credits, you have to fill in a claim form. You can only get a Tax Credits claim pack from the Tax Credit helpline. You can't claim online.

Phone the Tax Credit helpline on **0345 300 3900**.

If you have speech or hearing difficulties, you can contact the helpline using a textphone on **0345 300 3909**.

If you need help or a form in Welsh, please phone **0345 302 1489**.

Lines are open 8am to 8pm Monday to Friday and 8am to 4pm on Saturday. Lines are closed Sunday, Christmas Day, Boxing Day and New Year's Day.

Maternity leave and employment rights

If you are an employee, you are entitled to take time off work to have your baby. You also have other employment rights. To find out more about maternity leave and employment rights visit **www.direct.gov.uk/parents**

Maternity Allowance

jobcentreplus

Department for
Work and Pensions

Test Period table from 2011 to 2013

Your claim to Maternity Allowance (MA) will be decided on the work you have done in your *Test Period*. This is the 66 weeks up to, and including, the Saturday before the week you expect to have your baby.

Find the week in **column 1** of the table that includes the date you expect to have your baby. Read across the line to work out your Test Period and the 15th week before the week your baby is due. See the example below.

If the week you expect to have your baby is not shown in **column 1** of the table, get in touch with Jobcentre Plus. Ask them for a new Maternity Allowance Test Period table.

The 15th week before the week your baby is due is used to decide if you should be getting Statutory Maternity Pay (SMP). This week starts on the date shown in **column 4** of the table.

You might get SMP if you were employed in this week and satisfy the conditions for payment.

Example

See the shaded line on **page 4**.

Date you expect to have your baby:
8 November 2012

The week that includes the date you expect to have your baby
(**column 1**) **4 November 2012 – 10 November 2012**

Your Test Period is
(**columns 2 and 3**) **31 July 2011 – 03 November 2012**

The 15th week before the week your baby is due starts on
(**column 4**) **22 July 2012**

2011/2012

1 The week that includes the date you expect to have your baby	2 The first day of your Test Period	3 The last day of your Test Period	4 The 15th week before the week your baby is due starts on
November 2011			
06/11 – 12/11	01 Aug 2010	05 Nov 2011	24 Jul 2011
13/11 – 19/11	08 Aug 2010	12 Nov 2011	31 Jul 2011
20/11 – 26/11	15 Aug 2010	19 Nov 2011	07 Aug 2011
27/11 – 03/12	22 Aug 2010	26 Nov 2011	14 Aug 2011
December			
04/12 – 10/12	29 Aug 2010	03 Dec 2010	21 Aug 2011
11/12 – 17/12	05 Sep 2010	10 Dec 2010	28 Aug 2011
18/12 – 24/12	12 Sep 2010	17 Dec 2010	04 Sep 2011
25/12 – 31/12	19 Sep 2010	24 Dec 2010	11 Sep 2011
January 2012			
01/01 – 07/01	26 Sep 2010	31 Dec 2011	18 Sep 2011
08/01 – 14/01	03 Oct 2010	07 Jan 2012	25 Sep 2011
15/01 – 21/01	10 Oct 2010	14 Jan 2012	02 Oct 2011
22/01 – 28/01	17 Oct 2010	21 Jan 2012	09 Oct 2011
29/01 – 04/02	24 Oct 2010	28 Jan 2012	16 Oct 2011
February			
05/02 – 11/02	31 Oct 2010	04 Feb 2012	23 Oct 2011
12/02 – 18/02	07 Nov 2010	11 Feb 2012	30 Oct 2011
19/02 – 25/02	14 Nov 2010	18 Feb 2012	06 Nov 2011
26/02 – 03/03	21 Nov 2010	25 Feb 2012	13 Nov 2011
March			
04/03 – 10/03	28 Nov 2010	03 Mar 2012	20 Nov 2011
11/03 – 17/03	05 Dec 2010	10 Mar 2012	27 Nov 2011
18/03 – 24/03	12 Dec 2010	17 Mar 2012	04 Dec 2011
25/03 – 31/03	19 Dec 2010	24 Mar 2012	11 Dec 2011
April			
01/04 – 07/04	26 Dec 2010	31 Mar 2012	18 Dec 2011
08/04 – 14/04	02 Jan 2011	07 Apr 2012	25 Dec 2011
15/04 – 21/04	09 Jan 2011	14 Apr 2012	01 Jan 2012
22/04 – 28/04	16 Jan 2011	21 Apr 2012	08 Jan 2012
29/04 – 05/05	23 Jan 2011	28 Apr 2012	15 Jan 2012

2012

1 The week that includes the date you expect to have your baby	2 The first day of your Test Period	3 The last day of your Test Period	4 The 15th week before the week your baby is due starts on
May 2012			
06/05 – 12/05	30 Jan 2011	05 May 2012	22 Jan 2012
13/05 – 19/05	06 Feb 2011	12 May 2012	29 Jan 2012
20/05 – 26/05	13 Feb 2011	19 May 2012	05 Feb 2012
27/05 – 02/06	20 Feb 2011	26 May 2012	12 Feb 2012
June			
03/06 – 09/06	27 Feb 2011	02 Jun 2012	19 Feb 2012
10/06 – 16/06	06 Mar 2011	09 Jun 2012	26 Feb 2012
17/06 – 23/06	13 Mar 2011	16 Jun 2012	04 Mar 2012
24/06 – 30/06	20 Mar 2011	23 Jun 2012	11 Mar 2012
July			
01/07 – 07/07	27 Mar 2011	30 Jun 2012	18 Mar 2012
08/07 – 14/07	03 Apr 2011	07 Jul 2012	25 Mar 2012
15/07 – 21/07	10 Apr 2011	14 Jul 2012	01 Apr 2012
22/07 – 28/07	17 Apr 2011	21 Jul 2012	08 Apr 2012
29/07 – 04/08	24 Apr 2011	28 Jul 2012	15 Apr 2012
August			
05/08 – 11/08	01 May 2011	04 Aug 2012	22 Apr 2012
12/08 – 18/08	08 May 2011	11 Aug 2012	29 Apr 2012
19/08 – 25/08	15 May 2011	18 Aug 2012	06 May 2012
26/08 – 01/09	22 May 2011	25 Aug 2012	13 May 2012
September			
02/09 – 08/09	29 May 2011	01 Sep 2012	20 May 2012
09/09 – 15/09	05 Jun 2011	08 Sep 2012	27 May 2012
16/09 – 22/09	12 Jun 2011	15 Sep 2012	03 Jun 2012
23/09 – 29/09	19 Jun 2011	22 Sep 2012	10 Jun 2012
30/09 – 06/10	26 Jun 2011	29 Sep 2012	17 Jun 2012
October			
07/10 – 13/10	03 Jul 2011	06 Oct 2012	24 Jun 2012
14/10 – 20/10	10 Jul 2011	13 Oct 2012	01 Jul 2012
21/10 – 27/10	17 Jul 2011	20 Oct 2012	08 Jul 2012
28/10 – 03/11	24 Jul 2011	27 Oct 2012	15 Jul 2012

2012/2013

1 The week that includes the date you expect to have your baby	2 The first day of your Test Period	3 The last day of your Test Period	4 The 15th week before the week your baby is due starts on
November 2012			
04/11 – 10/11	31 Jul 2011	03 Nov 2012	22 Jul 2012
11/11 – 17/11	07 Aug 2011	10 Nov 2012	29 Jul 2012
18/11 – 24/11	14 Aug 2011	17 Nov 2012	05 Aug 2012
25/11 – 01/12	21 Aug 2011	24 Nov 2012	12 Aug 2012
December			
02/12 – 08/12	28 Aug 2011	01 Dec 2012	19 Aug 2012
09/12 – 15/12	04 Sep 2011	08 Dec 2012	26 Aug 2012
16/12 – 22/12	11 Sep 2011	15 Dec 2012	02 Sep 2012
23/12 – 29/12	18 Sep 2011	22 Dec 2012	09 Sep 2012
30/12 – 05/01	25 Sep 2011	29 Dec 2012	16 Sep 2012
January 2013			
06/01 – 12/01	02 Oct 2011	05 Jan 2013	23 Sep 2012
13/01 – 19/01	09 Oct 2011	12 Jan 2013	30 Sep 2012
20/01 – 26/01	16 Oct 2011	19 Jan 2013	07 Oct 2012
27/01 – 02/02	23 Oct 2011	26 Jan 2013	14 Oct 2012
February			
03/02 – 09/02	30 Oct 2011	02 Feb 2013	21 Oct 2012
10/02 – 16/02	06 Nov 2011	09 Feb 2013	28 Oct 2012
17/02 – 23/02	13 Nov 2011	16 Feb 2013	04 Nov 2012
24/02 – 02/03	20 Nov 2011	23 Feb 2013	11 Nov 2012
March			
03/03 – 09/03	27 Nov 2011	02 Mar 2013	18 Nov 2012
10/03 – 16/03	04 Dec 2011	09 Mar 2013	25 Nov 2012
17/03 – 23/03	11 Dec 2011	16 Mar 2013	02 Dec 2012
24/03 – 30/03	18 Dec 2011	23 Mar 2013	09 Dec 2012
31/03 – 06/04	25 Dec 2011	30 Mar 2013	16 Dec 2012
April			
07/04 – 13/04	01 Jan 2012	06 Apr 2013	23 Dec 2012
14/04 – 20/04	08 Jan 2012	13 Apr 2013	30 Dec 2012
21/04 – 27/04	15 Jan 2012	20 Apr 2013	06 Jan 2013
28/04 – 04/05	22 Jan 2012	27 Apr 2013	13 Jan 2013

Maternity Allowance

Use this form to claim Maternity Allowance

To fill in this form, you will need to read the **Notes sheet** and **Test Period table** that came in this claim pack.

Your benefit payments may be delayed if you do not

- answer all the questions on this form that apply to you
- send us all the documents we ask for.

If you cannot do this, get in touch with us straight away.

If you have any problems filling in the claim form, someone else can do it for you.

If you can sign the form please do so.

If another person signs it for you, your claim may be delayed.

If you want any more information about Maternity Allowance, get in touch with the office that deals with your benefit. You can find out which office deals with your benefit in **Part 11** of this form.

For information about benefits and services visit **www.direct.gov.uk/benefits**

If you claim more than 3 months after the date your Maternity Allowance is due to start, you will lose money.

Part 1 About you

Surname or family name

All other names, in full

All other surnames or family names you have been known by or are using now.

If you need to tell us about more names, use the space in **Part 9** of this form, **Other information**.

Date of birth

What is your National Insurance (NI) number?

You can find the number on your National Insurance (NI) numbercard, letters from social security or payslips.

If you do not know your NI number, have you ever had one or used one at any time?

Letters

Numbers

Letter

Yes

Address

Address, if different in the last 3 years
If you need to tell us about more than one address, use the space in **Part 9** of this form, **Other information**.

Home phone number	Code	Number
Work phone number	Code	Number
Mobile phone number	Code	Number

What date do you expect to have your baby?
If you are claiming after your baby was born, please tell us the date you had your baby.
Please see **page 5** of the **Notes sheet** for evidence of birth.
If your baby was stillborn, please see **page 5** and **page 6** of the **Notes sheet**.

Part 2 **About your work**

- a** Look at the Test Period table that came in this claim pack.

Find the week in column 1 that includes the date you expect to have your baby. Read across to column 4 to find the start of the 15th week before the week your baby is due. Write the date from column 4 here.

-
- b** Were you employed by an employer during this 15th week?

We explain what we mean by *employer* and *employed* on **page 3** of the **Notes sheet**.

No

Please go to **Part 3** of this form, **About your Test Period**.

Yes

Please answer **part c** below.

-
- c** If you were employed in this 15th week you may be able to get **Statutory Maternity Pay (SMP)**. Please get in touch with your employer and ask about SMP.

Will you be able to get SMP?

No

Yes

-
- d** If you cannot get SMP, each of your employers must give you a form **SMP1** to send to us.

Are you sending us form SMP1?

No

Please tell us why:

Yes

Part 3 **About your Test Period**

- a** Look under column 1 of the Test Period table that came in this claim pack to find the week that includes the date you expect to have your baby. Write that week here.

Date and month

—

For example:
04/09 – 10/09

Year

For example:
2011

- b** Look across the table to column 2 to find the first day of your Test Period.

Write that date here

Look across the table to column 3 to find the last day of your Test Period.

Write that date here

Page 2 of the **Notes sheet** explains the Test Period.

- c** Are you or have you been employed in your Test Period?

If you have been both employed and self-employed in your Test Period, fill in **Part 4** and **Part 5** of this form.

No

Go to **Part 5** of this form, **About self-employment in your Test Period**. See **page 8** and **page 9** of the **Notes sheet**.

Yes

Go to **Part 4** of this form, **About employment and earnings in your Test Period**. See **page 7** and **page 8** of the **Notes sheet**.

Part 4 About employment and earnings in your Test Period

a Please tell us about all your employers in your Test Period.

If you do not tell us about all your employers your claim will be delayed.
Use the space in **Part 9** of this form to give us any further information.

For example, if your employer was an agency, if you had more than three employers or if you still have a contract with your employer.

	Employer 1		Employer 2		Employer 3	
Name and address of the employer						
Postcode						
Phone number						
Date your employment started						
Date your employment stopped If you still have a contract with your employer, do not fill this date in.						
Payroll, employee, clock or works number						
b How often are you normally paid?	Weekly	4-weekly	Weekly	4-weekly	Weekly	4-weekly
	Fortnightly	Monthly	Fortnightly	Monthly	Fortnightly	Monthly
	If other, how often?		If other, how often?		If other, how often?	
c What days do you normally work?	Monday	Friday	Monday	Friday	Monday	Friday
	Tuesday	Saturday	Tuesday	Saturday	Tuesday	Saturday
	Wednesday	Sunday	Wednesday	Sunday	Wednesday	Sunday
	Thursday		Thursday		Thursday	

Part 4 **About employment and earnings in your Test Period** continued

d We need you to choose 13 weeks from your Test Period that you worked out in section b of Part 3, so we can work out how much Maternity Allowance you can get.
Please see pages 7 and 8 of the **Notes sheet** and enclose the payslips for those 13 weeks.

e Have you started your maternity leave?	No	Go to Part 5 of this form, About self-employment in your Test Period .
	Yes	Go to question f on this page.

f What date did you start your maternity leave?

g What date did you last work?

h Did you get any holiday pay or sick pay after you last worked?	No	Go to question i on this page.	
	Yes	Sick Pay from	to
		Was your sickness pregnancy-related? No	
		See page 7 of the Notes sheet . Yes	
		Holiday Pay from	to

i What date do you want us to pay your Maternity Allowance from?
See **page 6** of the **Notes sheet**.

Part 5 **About self-employment in your Test Period**

a Are you or have you been working as a registered self-employed person in your Test Period?

No Go to **Part 6** of this form, **About periods abroad in your Test Period**.

Yes

To find out more about self-employment and registration with HM Revenue & Customs, see **pages 8 and 9** of the **Notes sheet**.

b What dates were you registered as self-employed?

From _____ to _____

c Please tick the days you normally work

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Part 5 **About self-employment in your Test Period** continued

d Did you pay Class 2 National Insurance contributions as a registered self-employed person in your Test Period?

No Go to question **f** on this page.

Yes

e How did you pay these contributions?

Direct debit

Six-monthly billing

Other Please give details.

f Do you have a Small Earnings Exception certificate for any period within your Test Period?

No

Yes

g Have you started your maternity leave?

No Go to **Part 6** of this form, **About periods abroad in your Test Period**.

Yes Go to question **h** on this page.

h What date did you start your maternity leave?

i What date did you last work?

j What date do you want us to pay your Maternity Allowance from?
See **page 6** of the **Notes sheet**.

Part 6 About periods abroad in your Test Period

a Did you spend any time abroad, other than holidays, in your Test Period?

No Go to **Part 7** of this form, **About other benefits**.

Yes See **page 8** of the **Notes sheet**.

b During these visits, were you

- employed abroad by an overseas employer
- employed abroad by a UK employer
- self-employed abroad
- a member of a service family abroad
- receiving any benefits in a foreign country
- none of these?

Tick the boxes which apply to you.

c Which countries did you spend time in?

Country

From

To

Country

From

To

If you need to tell us about more than 2 countries, please use the space in **Part 9** of this form, **Other information**.

d What periods did you pay National Insurance contributions for?

From

To

From

To

Part 6 **About periods abroad in your Test Period** continued

e Please give details of your employers while you were abroad.

If you need to tell us about more than two employers, please use the space in Part 9 of this form, Other information.

Employer 1	Employer 2
------------	------------

Name and address of the employer

Phone number

Date your employment started

Date your employment stopped

If you are still employed by the employer, do not fill this date in.

Payroll, employee, clock or works number

f How often are you normally paid?
Please tick the box that applies to you.

Weekly	Fortnightly	Weekly	Fortnightly
4-weekly	Monthly	4-weekly	Monthly
Other		Other	

Part 7 About other benefits

We need to know about any money that you are getting from the Department for Work and Pensions, any other government department or the Training Agency. **We also need to know about any money that your spouse, civil partner or anyone else is either**

- **getting for you, or**
- **getting added to their benefit for you.**

This money may make a difference to your Maternity Allowance. Your Maternity Allowance can also make a difference to the other money that you can get. There is more information about this in **NI17A** *A guide to Maternity Benefits*. You can find the guide on our website. The address is **www.direct.gov.uk/benefits**

a Are you or they getting any other benefits?

No

Tick **Yes** even if you or they are waiting to hear about a benefit.

Yes

Please tell us about the benefits below.

For example,

- Bereavement benefits
- Carer's Allowance
- Child Benefit
- Employment and Support Allowance
- Incapacity Benefit
- Income Support
- In Work Credit or Return to Work Credit
- Jobseeker's Allowance
- Pension Credit
- State Pension
- Statutory Adoption Pay (SAP)
- Statutory Maternity Pay (SMP)
- Statutory Sick Pay (SSP)
- Training Allowance
- War Widow's Pension
- Widow's Benefit
- Any other benefits.

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

If you need to tell us about more than 4 benefits, please use the space in **Part 9** of this form, **Other information**.

Name of benefit

Reference number, if known

Part 8 **How we pay you**

You can choose how often you want us to pay your benefit.

How often do you want us to pay your benefit? Every 2 weeks

Every 4 weeks

We normally pay your money into an account

Many banks and building societies will let you collect your money at the post office.

Your benefit will be paid in arrears.

We will tell you when we will make the first payment and how much it will be for. We will tell you if the amount we pay into the account is going to change.

Finding out how much we have paid into the account

You can check your payments on account statements. The statements may show your National Insurance (NI) number next to any payments we have made. If you think a payment is wrong, get in touch with the office that pays you straight away.

If we pay you too much money

We have the right to take back any money we pay that you are not entitled to. This may be because of the way the system works for payments into an account.

For example, you may give us some information, which means you are entitled to less money. Sometimes we may not be able to change the amount we have already paid you. This means we will have paid you money that you are not entitled to.

We will contact you before we take back any money.

What to do now

- Tell us about the account you want to use on the next page. By giving us your account details you
 - agree that we will pay you into an account, and
 - understand what we have told you in the section **If we pay you too much money.**
- If you are going to open an account, please tell us your account details as soon as you get them.
- If you do not have an account, please contact us and we will give you more information.

Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.

About the account you want to use

- You can use an **account in your name**, or a **joint account**.
- You can use **someone else's account** if
 - the terms and conditions of their account allow this, and
 - they agree to let you use their account, and
 - you are sure they will use your money in the way you tell them.
- You can use a **credit union account**. You must tell us the credit union's account details. Your credit union will be able to help you with this.
- If you are an **appointee** or a **legal representative** acting on behalf of the claimant, the account should be in your name only.

Please tell us your account details below.

It is very important you fill in all the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on your chequebook or bank statements. If you do not know the account details, ask the bank or building society.

Name of the account holder

Please write the name of the account holder exactly as it is shown on the chequebook or statement.

Full name of bank or building society

Sort code

Please tell us all 6 numbers, for example: 12-34-56.

Account number

Most account numbers are 8 numbers long. If your account number has fewer than 10 numbers, please fill in the numbers from the left.

Building society roll or reference number

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

You may get other benefits and entitlements we do not pay into an account. If you want us to pay them into the account above, please tick this box.

Part 9 **Other information**

Use this space to tell us anything else you think we might need to know.

If there is not enough space, please use a separate sheet of paper.

Make sure you put your full name and National Insurance (NI) number on each sheet of paper, and sign and date each sheet that you use.

**Please give us the address of
your local post office.**

Part 10 Declaration

- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, my benefit may be stopped and I may be liable to prosecution or other action.
- **I understand** that I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of, that benefit.
- **I agree** that
 - the Department for Work and Pensions
 - any health care professional advising the Department
 - any organisation with which the Department has a contract for the provision of medical servicesmay ask any of the people or organisations mentioned on this form for any information which is needed to deal with
 - this claim for benefit
 - any request for this claim to be looked at againand that the information may be given to that health care professional or organisation or to the Department.
- **I also understand** that the Department may use the information which it has now or may get in the future to decide whether I am entitled to
 - the benefit I am claiming
 - any other benefit I have claimed
 - any other benefit I may claim or be awarded in the future.

This is my claim for Maternity Allowance.

Do not sign and date this form earlier than the 14th week before the week your baby is due.

Signature

Date

If you have filled in and signed this form for someone else, please tick here.

The table below tells you which documents you need to send in with your claim.

Please tick the boxes below to show what you are sending to us.

Everyone

You must send the original, not a photocopy of a Maternity Certificate **MAT B1**. See **page 5** of the **Notes sheet**.

If you are claiming after the baby is born

You must also send your baby's birth certificate if the date you had your baby is not on the **MAT B1**. See **page 5** of the **Notes sheet**.

If your baby was stillborn, please send us the notification of stillbirth or the stillbirth certificate. See **page 5** and **page 6** of the **Notes sheet**.

If you were employed by an employer in the 15th week before the week your baby is due and you cannot get Statutory Maternity Pay

You must also send form **SMP1**. See **page 2** of the **Notes sheet**.

If you have worked for an employer

You must send us original payslips for the 13 weeks you choose. See **page 7** and **page 8** of the **Notes sheet**.

Part 11 What to do now

- Check that you have answered all the questions on this form that apply to you.
- Check you are sending us all the documents we have asked for. Use the list on **page 15** of this claim form.
- Send your form and documents to the office that deals with your benefit. You can find out which office deals with your benefit below. If you are not sure which office deals with your benefit, contact the relevant office below.

Where you live

If you live in the UK

Office that deals with your benefit

Wrexham MOU
Jobcentre Plus
Wrexham BDC(MA)
Jupiter Drive
Chester, CH70 8BL

Phone numbers

0845 608 8610 English speakers
0845 608 8674 Welsh speakers
0845 608 8553 Textphone users with
speech or hearing difficulties

If you are claiming from abroad

International Pensions Centre
Jobcentre Plus
Tyneview Park
Newcastle Upon Tyne
NE98 1BA
United Kingdom

0191 218 7082
44 191 218 7082

Part 12 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 protect against crime.

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

Part 13 Our service standards

At Jobcentre Plus we aim to provide a high standard of customer service at all times. Details of the standard of service you can expect from us can be found at **www.direct.gov.uk/dwpcharter**

You can access our website from many libraries.

For more information please contact Jobcentre Plus.