

Maternity Allowance

Notes sheet

- **Help if you are expecting a baby and have been working but cannot get Statutory Maternity Pay**

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.

Who can get Maternity Allowance

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

1 You are not entitled to Statutory Maternity Pay (SMP) from an employer

This could be because

- you have not been employed by the same employer for long enough, or
- you have not been earning enough, or
- you left work before qualifying for SMP.

2 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*.

Employment for part of a week counts as a whole week.

- 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.

3 Your average weekly earnings are at least £30 a week. To work out the average you can use earnings from any 13 weeks in your Test Period.

4 You have stopped work to have your baby.

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 for a period of up to **39 weeks**. It is only paid while you are not working. The number of weeks MA is payable for is determined by the date your baby is due not the actual date of birth.

The payment period for MA is called the **Maternity Allowance Period (MAP)**.

When to claim Maternity Allowance

You should claim Maternity Allowance as soon as possible.

Even if you have not stopped working claim MA and we will contact you to find out the date you stopped work.

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

If your baby is born early

Claim as soon as you can after your baby is born.

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**

This date is in **Part B** of your **Maternity Certificate (MAT B1)** if you have one. If you do not have one, the date should be on your ante-natal clinic card.

When Maternity Allowance is paid

Your **Maternity Allowance Period (MAP)** can start from the Sunday at the beginning of the 11th week before the week when you expect to have your baby. **We can only pay you MA once you have stopped working.**

If you want to work longer

You can keep working longer and still get the full MA payment. This will depend on the date that your baby is due.

We normally pay MA for a period of up to 39 weeks. You may choose to keep working longer and still get the full 39 weeks. If you want to do this, your MAP will start from any day that you choose 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 choose to start your Maternity Allowance later than the date of your maternity leave. But if you are on maternity leave on or after the 4th week before the week your baby is due, your MA will start automatically from the day after the first day you are absent from work for this reason.

The latest date your MA can start is the day after the birth of your baby.

When Maternity Allowance is paid – continued

If you give birth earlier than expected

If you give birth before you have had a chance to start your maternity leave, your MA will start on the day after the birth.

If you are off sick just before you get MA

The rules are the same as if you were still at work. But, if you are sick and absent from work because of your pregnancy at any time in the 4 weeks before your Expected Week of Childbirth, any Statutory Sick Pay (SSP) or Incapacity Benefit will stop. You will then need to claim Maternity Allowance if no Statutory Maternity Pay (SMP) is due.

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

How your Maternity Allowance is worked out

The **earnings rule** will be used to work out your Maternity Allowance.

The earnings rule means that you must earn at least £30 a week on average. Your earnings are averaged over any 13 weeks in your **Test Period**. The 13 weeks do not have to be in a row and you may choose which weeks to use. Earnings from all your jobs in your chosen 13 weeks will be added together and divided by 13 to work out the average.

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

You must send us the original payslips that show your earnings in your chosen 13 weeks. Send your original payslips to Jobcentre Plus together with the **MA1** claim form. The original payslips will be returned to you when your MA is decided.

If you do not have any original payslips, you must send in other evidence with your claim.

If you are self-employed

If you are registered as self-employed you will be treated as having earnings of a certain level. There is more information about this in leaflet **NI17A** *A guide to Maternity Benefits*. You can find a copy of the leaflet on our website. The address is **www.dwp.gov.uk/advisers/ni17a**

You can also ask Jobcentre Plus.

What happens after you claim

Maternity Allowance can be paid 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 entitled to MA

We normally pay benefits directly into an account.

This is the safest way to pay you and lets you choose how and when you get your money. You can use a bank, building society or other account provider. Most accounts allow you to make savings on some of your bills by paying them by Direct Debit. You may be able to use a cash machine, which will usually mean you can get your money at any time of the day or night. Most of these machines can be used for free, but some of them may charge you to take your money out. If so, you will be warned by a message on the screen. This will give you the opportunity to cancel your transaction without being charged. There are arrangements with some banks and building societies to let you collect cash from many of their accounts over the counter at post offices.

Part 11 of the claim form gives you more information.

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 Incapacity Benefit. You can find out more about Incapacity Benefit in leaflet **IB1JP** *A guide to incapacity Benefit - Information for new customers*. You can find a copy of the leaflet on our website. The address is **www.dwp.gov.uk**

More information and other help you may be entitled to

Maternity Allowance

There is more information about Maternity Allowance (MA) in leaflet **NI17A** *A guide to Maternity Benefits*. This leaflet is available on our website. The address is

www.dwp.gov.uk/advisers/ni17a

If you want more information about other benefits as well as maternity benefits, get leaflet **MG1** *A guide to benefits*.

Keeping in Touch days

If your baby is due on or after 1 April 2007, you are allowed to work for up to 10 days during your MAP without losing MA payments. These are called *Keeping in Touch days*.

There is more information about Keeping in Touch days and what happens if you work during your MAP in leaflet **NI17A** *A guide to Maternity Benefits*. This leaflet is available on our website. The address is

www.dwp.gov.uk/advisers/ni17a

You can ask for this leaflet from Jobcentre Plus.

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 you may be entitled to – continued

Sure Start Maternity Payments

This is for people who are getting Income Support, income-based Jobseeker's Allowance, Child Tax Credit at a rate greater than the family element, or Working Tax Credit where a disabled worker is included in the assessment. Get claim form **SF100** *Maternity Payments from the Social Fund* from your ante-natal clinic or Jobcentre Plus.

Child Tax Credit

You may be able to claim Child Tax Credit. To find out more about Child Tax Credit visit **www.hmrc.gov.uk** You can claim online too.

You can also phone HM Revenue & Customs by calling the Helpline on the following numbers:
England, Scotland and Wales – **0845 300 3900**
Northern Ireland only – **0845 603 2000**

Textphone for people with hearing or speech difficulties:

England, Scotland and Wales – **0845 300 3909**
Northern Ireland only – **0845 607 6078**

Lines are open 8am–8pm seven days a week (except Christmas Day, Boxing Day, New Year's Day and Easter Sunday).

If you need help or a form in Welsh, please phone **0845 302 1489**. Lines are open 8.30am–5pm Monday to Friday.

More information and other help you may be entitled to – continued

Working Tax Credit

This is a tax credit to top up the earnings of working people. You can claim Working Tax Credit if

- you are aged 16 or over, and
- you work at least 16 hours a week, and
- you or your partner are responsible for a child or qualifying young person, or
- you have a disability which puts you at a disadvantage in getting a job, or
- you or your partner are aged 50 or more and are returning to work after a spell on qualifying out of work benefits.

We use *partner* to mean

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.

If you do not have children, qualifying young persons or a disability that puts you at a disadvantage in getting a job, you can also claim Working Tax Credit if

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

The Working Tax Credit is available to self-employed people and employees. If you want to know more about Working Tax Credit contact HM Revenue & Customs on the numbers listed on **Page 10** of these **Notes**.

More information and other help you may be entitled to – continued

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. You can find out more about maternity leave and employment rights from the Department for Business, Enterprise and Regulatory Reform (previously known as Department of Trade and Industry) website. The address is **www.berr.gov.uk**

Help and advice

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

If you want any more information about Maternity Allowance, get in touch with Jobcentre Plus. You can find the phone number and address in the phone book under **Jobcentre Plus**.

For information about benefits and services visit our website at **www.dwp.gov.uk**

Maternity Allowance

Test Period table from 2007 to 2009

- **Help if you are expecting a baby and have been working but cannot get Statutory Maternity Pay**

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.

There is an example of how to work out your Test Period on **page 3**.

The amount of MA you may be paid will depend on your gross earnings over a period of 13 weeks within your Test Period.

Leaflet **BRA5DWP** *Social Security Benefit Rates* gives details of the rates of MA. You can get this leaflet from Jobcentre Plus. You may also get extra money added onto your MA for your spouse or civil partner, or someone else who looks after children or qualifying young persons for you. The current rates are also shown in leaflet **BRA5DWP**.

We use *child* to mean a person aged under 16 for whom Child Benefit is being paid.

We use *qualifying young person* to mean a person aged 16 to 20 for whom Child Benefit is being paid.

The Maternity Allowance Threshold (MAT) is £30 a week.

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 February 2008
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The week that includes the date you expect to have your baby (column 1)	3 February – 9 February 2008
---	---------------------------------

Your Test Period is (columns 2 and 3)	29 October 2006 – 2 February 2008
---	--------------------------------------

The 15th week before the week your baby is due starts on (column 4)	21 October 2007
---	-----------------

2007/2008

1	2	3	4
The week that includes the date you expect to have your baby	The first day of your Test Period	The last day of your Test Period	The 15th week before the week your baby is due starts on
December 2007			
02/12 – 08/12	27 Aug 2006	01 Dec 2007	19 Aug 2007
09/12 – 15/12	03 Sep 2006	08 Dec 2007	26 Aug 2007
16/12 – 22/12	10 Sep 2006	15 Dec 2007	02 Sep 2007
23/12 – 29/12	17 Sep 2006	22 Dec 2007	09 Sep 2007
30/12 – 05/01	24 Sep 2006	29 Dec 2007	16 Sep 2007
January 2008			
06/01 – 12/01	01 Oct 2006	05 Jan 2008	23 Sep 2007
13/01 – 19/01	08 Oct 2006	12 Jan 2008	30 Sep 2007
20/01 – 26/01	15 Oct 2006	19 Jan 2008	07 Oct 2007
27/01 – 02/02	22 Oct 2006	26 Jan 2008	14 Oct 2007
February			
03/02 – 09/02	29 Oct 2006	02 Feb 2008	21 Oct 2007
10/02 – 16/02	05 Nov 2006	09 Feb 2008	28 Oct 2007
17/02 – 23/02	12 Nov 2006	16 Feb 2008	04 Nov 2007
24/02 – 01/03	19 Nov 2006	23 Feb 2008	11 Nov 2007
March			
02/03 – 08/03	26 Nov 2006	01 Mar 2008	18 Nov 2007
09/03 – 15/03	03 Dec 2006	08 Mar 2008	25 Nov 2007
16/03 – 22/03	10 Dec 2006	15 Mar 2008	02 Dec 2007
23/03 – 29/03	17 Dec 2006	22 Mar 2008	09 Dec 2007

2008

1	2	3	4
The week that includes the date you expect to have your baby	The first day of your Test Period	The last day of your Test Period	The 15th week before the week your baby is due starts on
April 2008			
30/03 – 05/04	24 Dec 2006	29 Mar 2008	16 Dec 2007
06/04 – 12/04	31 Dec 2006	05 Apr 2008	23 Dec 2007
13/04 – 19/04	07 Jan 2007	12 Apr 2008	30 Dec 2007
20/04 – 26/04	14 Jan 2007	19 Apr 2008	06 Jan 2008
27/04 – 03/05	21 Jan 2007	26 Apr 2008	13 Jan 2008
May			
04/05 – 10/05	28 Jan 2007	03 May 2008	20 Jan 2008
11/05 – 17/05	04 Feb 2007	10 May 2008	27 Jan 2008
18/05 – 24/05	11 Feb 2007	17 May 2008	03 Feb 2008
25/05 – 31/05	18 Feb 2007	24 May 2008	10 Feb 2008
June			
01/06 – 07/06	25 Feb 2007	31 May 2008	17 Feb 2008
08/06 – 14/06	04 Mar 2007	07 Jun 2008	24 Feb 2008
15/06 – 21/06	11 Mar 2007	14 Jun 2008	02 Mar 2008
22/06 – 28/06	18 Mar 2007	21 Jun 2008	09 Mar 2008
July			
29/06 – 05/07	25 Mar 2007	28 Jun 2008	16 Mar 2008
06/07 – 12/07	01 Apr 2007	05 Jul 2008	23 Mar 2008
13/07 – 19/07	08 Apr 2007	12 Jul 2008	30 Mar 2008
20/07 – 26/07	15 Apr 2007	19 Jul 2008	06 Apr 2008
27/07 – 02/08	22 Apr 2007	26 Jul 2008	13 Apr 2008
August			
03/08 – 09/08	29 Apr 2007	02 Aug 2008	20 Apr 2008
10/08 – 16/08	06 May 2007	09 Aug 2008	27 Apr 2008
17/08 – 23/08	13 May 2007	16 Aug 2008	04 May 2008
24/08 – 30/08	20 May 2007	23 Aug 2008	11 May 2008
September			
31/08 – 06/09	27 May 2007	30 Aug 2008	18 May 2008
07/09 – 13/09	03 Jun 2007	06 Sep 2008	25 May 2008
14/09 – 20/09	10 Jun 2007	13 Sep 2008	01 Jun 2008
21/09 – 27/09	17 Jun 2007	20 Sep 2008	08 Jun 2008
28/09 – 04/10	24 Jun 2007	27 Sep 2008	15 Jun 2008

2008/2009

1	2	3	4
The week that includes the date you expect to have your baby	The first day of your Test Period	The last day of your Test Period	The 15th week before the week your baby is due starts on
October 2008			
05/10 – 11/10	01 Jul 2007	04 Oct 2008	22 Jun 2008
12/10 – 18/10	08 Jul 2007	11 Oct 2008	29 Jun 2008
19/10 – 25/10	15 Jul 2007	18 Oct 2008	06 Jul 2008
26/10 – 01/11	22 Jul 2007	25 Oct 2008	13 Jul 2008
November			
02/11 – 08/11	29 Jul 2007	01 Nov 2008	20 Jul 2008
09/11 – 15/11	05 Aug 2007	08 Nov 2008	27 Jul 2008
16/11 – 22/11	12 Aug 2007	15 Nov 2008	03 Aug 2008
23/11 – 29/11	19 Aug 2007	22 Nov 2008	10 Aug 2008
December			
30/11 – 06/12	26 Aug 2007	29 Nov 2008	17 Aug 2008
07/12 – 13/12	02 Sep 2007	06 Dec 2008	24 Aug 2008
14/12 – 20/12	09 Sep 2007	13 Dec 2008	31 Aug 2008
21/12 – 27/12	16 Sep 2007	20 Dec 2008	07 Sep 2008
28/12 – 03/01	23 Sep 2007	27 Dec 2008	14 Sep 2008
January 2009			
04/01 – 10/01	30 Sep 2007	03 Jan 2009	21 Sep 2008
11/01 – 17/01	07 Oct 2007	10 Jan 2009	28 Sep 2008
18/01 – 24/01	14 Oct 2007	17 Jan 2009	05 Oct 2008
25/01 – 31/01	21 Oct 2007	24 Jan 2009	12 Oct 2008
February			
01/02 – 07/02	28 Oct 2007	31 Jan 2009	19 Oct 2008
08/02 – 14/02	04 Nov 2007	07 Feb 2009	26 Oct 2008
15/02 – 21/02	11 Nov 2007	14 Feb 2009	02 Nov 2008
22/02 – 28/02	18 Nov 2007	21 Feb 2009	09 Nov 2008
March			
01/03 – 07/03	25 Nov 2007	28 Feb 2009	16 Nov 2008
08/03 – 14/03	02 Dec 2007	07 Mar 2009	23 Nov 2008
15/03 – 21/03	09 Dec 2007	14 Mar 2009	30 Nov 2008
22/03 – 28/03	16 Dec 2007	21 Mar 2009	07 Dec 2008
29/03 – 04/04	23 Dec 2007	28 Mar 2009	14 Dec 2008



Part of the Department for
Work and Pensions

Maternity Allowance

Part 1 What to send with this form

Use this form to claim Maternity Allowance

Before you fill in this form, please read the **Notes sheet** and **Test Period table** that came in this claim pack.

Your claim 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, but benefit you can get because of this claim may be delayed.

The table below tells you which documents we need to see. Send these documents in with your claim.

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

Everyone	You must send a Maternity Certificate (MAT B1)	<input type="checkbox"/>	This is the form that your doctor or midwife gives you to tell you the date you expect to have your baby.
If you are claiming after the baby is born	Also send your baby's birth certificate if the date you had your baby is not on the MAT B1	<input type="checkbox"/>	
If you are working for an employer	Also send form SMP1	<input type="checkbox"/>	This is the form that your employer will give you which says why you cannot get Statutory Maternity Pay (SMP). If you have more than one employer, send us form SMP1 from each employer.
If you have been getting Statutory Sick Pay (SSP)	Also send form SSP1	<input type="checkbox"/>	This is the form that your employer will give you which says you are no longer getting SSP. If you have been getting SSP from more than one employer, send us form SSP1 from each employer.
If you have worked for an employer	You must send us original payslips for the 13 weeks you choose.	<input type="checkbox"/>	If you do not have your original payslips for the weeks you choose, you may send in other evidence to confirm your earnings or get in touch with your employer to get copies of your payslips. Your benefit may be delayed if you do not do this.

 / /

Part 2 About you

Please tell us about yourself below.

Surname or family name

All other names, in full

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

Address

Daytime phone number

What is this number? Please tick.

Home Work Mobile Fax

Address, if different in the last 3 years

If you need to tell us about more than one address, use the space in **Part 12 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

No Yes

What date do you expect to have your baby?

If you are claiming after your baby was born, tell us the date you expected to have your baby.

This is the date on your Maternity Certificate (MAT B1).

Part 8 About your work in the 15th week before your baby is due

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 that date here.

b Were you employed by your employer during this 15th week?

No

Yes

Please tell us about your employer. If you had more than one employer, please tell us about all of them. If you need to tell us about more than two employers, please use the space in **Part 12 Other Information**.

	Employer 1	Employer 2
Their name	<input type="text"/>	<input type="text"/>
Their address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode

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. If you cannot get SMP, each of your employers must give you a form **SMP1** explaining why you cannot get SMP.

c Are you sending us form SMP1?

No

Yes

If you have more than one employer, send us form **SMP1** from each employer.

Include form **SMP1** with this claim form. If you do not, benefit you can get because of this claim may be delayed.

Part 4 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.

Dates	Month	Year
-		

b Look across the table to column 2 and column 3 to find the first day of your Test Period and the last day of your Test Period. Write the dates here

First day of your Test Period

Last day of your Test Period

These two dates and the time between them are your **Test Period**.

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

No Go to **Part 6 About self-employment in your Test Period**.

Yes Go to **Part 5 About employment and earnings in your Test Period**.

Part 5 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. If you need to tell us about more than 3 employers, please use the space in **Part 12 Other Information**.

	Employer 1	Employer 2	Employer 3
Name and address of the employer			
	Postcode	Postcode	Postcode
Phone number			
Date you started working for the employer	/ /	/ /	/ /
Date you stopped working for the employer	/ /	/ /	/ /
Clock or works number			

b How often are you normally paid?

Please tick the box that applies to you.

	Employer 1	Employer 2	Employer 3
Weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4-weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fortnightly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other. How often?			

c What is your normal working pattern?

Please tick the relevant days.

	Employer 1	Employer 2	Employer 3
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 5 About employment and earnings in your Test Period – continued

d Please write down your chosen 13 weeks from your Test Period.

This can be any single 13 weeks starting on Sunday and ending on a Saturday.

This is to calculate your average weekly earnings. **Page 7** of the **Notes** we have sent you with this form will tell you more about this.

Write down the Sunday date in each week you have chosen.

Week commencing Sunday	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text" value="/"/>
Week commencing Sunday	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text" value="/"/>
Week commencing Sunday	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text" value="/"/>
Week commencing Sunday	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text" value="/"/>
Week commencing Sunday	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text" value="/"/>

Send us your original payslips or other evidence covering each one of the 13 weeks you have chosen. Choose the weeks in which you have earned the most. If you are paid monthly send in the payslips which cover the dates above. Your claim may be delayed if you do not send us your payslips or other evidence. Your claim cannot be decided until your earnings have been checked.

The amount of Maternity Allowance you receive will depend on your earnings. You will receive the lower of

- **the standard rate of MA, or**
- **90% of your average weekly earnings**

e Have you stopped working for an employer to have your baby?

No **Go to Part 6 About self-employment in your Test Period.**

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

f What date did you start your maternity leave?

g What date do you want your Maternity Allowance to be paid from?

See the Notes that came in this claim pack for more information.

If you do not know what date you want your MA to start from, please get in touch with Jobcentre Plus.

Part 6 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 7 About insurance paid abroad in your Test Period.**

Yes

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

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 equal to the Maternity Allowance Threshold (MAT) 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 at least 13 Class 2 National Insurance contributions, or
- you have held a Small Earnings Exception certificate for at least 13 weeks.

b What date were you registered as self-employed from?

c Period of self-employment

From

To

Part 6 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
Quarterly billing
Other Please give details.

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

No
Yes Send us your Small Earnings Exception certificate and note below the period within your Test Period for which you held the certificate.

From / / To / /
From / / To / /

g Have you stopped working as a registered self-employed person to have your baby?

No Go to **Part 7 About insurance paid 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 do you want your Maternity Allowance to be paid from?

/ /

See the Notes that came in this claim pack for more information.

If you do not know what date you want your MA to start from, please get in touch with Jobcentre Plus.

Part 7 About insurance paid abroad in your Test Period

a Did you pay National Insurance contributions in another country in your Test Period?

No Go to **Part 8 More information about your work.**

Yes Which country?

b What periods did you pay these National Insurance contributions for?

From / / To / /

From / / To / /

c 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 12 Other Information.**

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

Name and address of the employer

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Postcode <input type="text"/>	Postcode <input type="text"/>

Phone number

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Date you started work for the employer

<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
--	--

Date you stopped work for the employer

<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
--	--

Clock or works number

<input type="text"/>	<input type="text"/>
----------------------	----------------------

d How often are you normally paid?

Please tick the box that applies to you.

Weekly Fortnightly

4-weekly Monthly

Other

Weekly Fortnightly

4-weekly Monthly

Other

Part 8 More information about your work

a Have you been off work sick at any time in the last 8 weeks?

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

Yes Please tell us about this.

When did you last work?

On what date did you first become sick?

Are you off work sick now?

No

Yes Please tell us about your illness or condition.

Do you think you will go back to work before you stop working to have your baby? **No**
Yes

b Did you go abroad at any time in the 4 years before the date you are claiming Maternity Allowance from?

No Go to **Part 9 About other benefits.**

Yes Which countries did you visit?

Country

From To

Country

From To

If you visited any other countries, tell us about them in **Part 12 Other Information.**

Tick **No** if you just went abroad for a holiday. We use *abroad* to mean any country outside of the United Kingdom (UK). The *UK* is Great Britain and Northern Ireland, including territorial waters next to Great Britain and Northern Ireland. The UK does not include the Isle of Man or the Channel Islands.

During these visits, were you

Tick the box that applies

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

Part 9 About other benefits

We need to know about any money that you are getting from the Department for Work and Pensions or any other government department or from the Training Agency. 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 leaflet **NI17A A guide to Maternity Benefits**. You can find a copy of the leaflet on our website. The address is www.dwp.gov.uk/advisers/ni17a. You can also ask Jobcentre Plus.

Are you getting any other benefits?

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

For example,

- Armed Forces Compensation Scheme
Guaranteed Income Payment
- Bereavement benefits
- Carer's Allowance
- Child Benefit
- Guardian's Allowance
- Income Support
- Jobseeker's Allowance
- Pension Credit
- State Pension
- Statutory Adoption Pay (SAP)
- Statutory Maternity Pay (SMP)
- Statutory Sick Pay (SSP)
- Training Allowance
- Unemployability Supplement
- War Widow's Pension
- Widow's Benefit
- Any other benefits

If you need to tell us about more than 4 benefits, please use the space in

Part 12 Other Information.

No

Yes

Please tell us about the benefits below.

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

Part 10 Claiming extra money for other people

You may be able to get extra money added onto your Maternity Allowance for

- your spouse or civil partner, or
- someone else who looks after children or qualifying young persons for you, if they earn less than a certain amount each week.

We use *child* to mean a person aged under 16 for whom Child Benefit is being paid.

We use *qualifying young person* to mean a person aged 16 to 20 for whom Child Benefit is being paid.

a Are you married or in a civil partnership? No

Yes

b If you want to claim extra money, please tick to tell us who you want to claim extra money for.

Your spouse or civil partner

Someone who looks after children or qualifying young persons for you

Part 10 Claiming extra money for other people - continued

c Is your spouse, civil partner or anyone else

No

Yes

Please tell us about the benefits below.

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

- getting any benefit for you, or
- getting any money added onto their benefit for you?

If they are still waiting to hear about a claim, or if you are not sure if they are getting any money for you, still tick **Yes**.

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

For example,

- Armed Forces Compensation Scheme Guaranteed Income Payment
- Bereavement benefits
- Carer's Allowance
- Child Benefit
- Disability Living Allowance
- Guardian's Allowance
- Income Support
- Jobseeker's Allowance
- Maternity Allowance
- Pension Credit
- State Pension
- Training Allowance
- Unemployability Supplement
- War Widow's Pension
- Widow's Benefit
- Any other benefits

If you need to tell us about more than 5 benefits, please use the space in

Part 12 Other Information.

Part 11 Making payments to you

We normally pay benefits directly into an account. This is the safest way to pay you and lets you choose how and when you get your money. You can use a bank, building society or other account provider. Most accounts allow you to make savings on some of your bills by paying them by Direct Debit. You may be able to use a cash machine, which will usually mean you can get your money at any time of the day or night. Most of these machines can be used for free, but some of them may charge you to take your money out. If so, you will be warned by a message on the screen. This will give you the opportunity to cancel your transaction without being charged. There are arrangements with some banks and building societies to let you collect cash from many of their accounts over the counter at post offices.

A – Payment directly into an account

How you will be paid

Your benefit will be paid into the account every 4 weeks or every week.

If you choose to be paid every 4 weeks

The money will be paid into an account for you on the last bank working day in each 4 week period. Your first payment might cover a period of 2 to 5 weeks, but after this all payments will cover a 4-week period.

If you choose to be paid every week

The money will be paid into an account for you on your payday.

Finding out how much is paid into the account

We will tell you when the first payment will be made and how much it is for. Each payment, after the first one, should be for the same amount unless there is a change in your circumstances. We will tell you whenever we know there is going to be a change in the amount we pay into your account.

You can check your benefit payments on your account statements. Your statements will usually show your National Insurance (NI) number next to payments that are from us. If you think your payment is wrong, get in touch with the office that pays you.

Getting someone to collect your benefit

You may be able to get someone else to collect your benefit for you regularly if you wish. For help with this please contact your bank, building society or other account provider such as the Post Office® or a Credit Union.

If not enough money is paid into the account

If we do not pay enough money into the account, we will make another payment or add the money we owe you onto your next payment. We will contact you to tell you what we are going to do.

Sometimes we pay too much money into the account and you may be overpaid

If this is because of the way the system works for payments directly into an account, we have the right to recover any money you are not entitled to. For example, you may give us information which means you are entitled to less money but we may not be able to change the amount already sent out. We will contact you first if we propose to recover any money.

What to do now

To tell us about the account you want to use for your benefit,

go to Section B.

or

if you do not already have a suitable account,
go to Section D.

B – About the account you want to use

Tick this box if you agree to be paid directly into an account and understand the information in **Section A** about being overpaid.

Please give your account details below. You must fill in ALL the boxes including the building society roll or reference number if you have one.

You can find the account details on the cheque book, passbook or statements. If you are not sure about the details, ask the bank, building society, or other account provider.

Whose name or names is the account in?

Please note:

- A Post Office® card account can only be in your name.
- We use *partner* to mean
 - a person you are married to or a person you live with as if you are married to them, or
 - a civil partner or a person you live with as if you are civil partners.
- By ticking the box for an account that includes the name of the person acting on your behalf, you confirm that you will authorise them to use the money in the way you tell them, or you are an appointee acting on behalf of the customer.

Please tick one box

In your name

In the name of your partner

In the names of you and your partner

In the name of the person acting on your behalf

In the names of you and the person acting on your behalf.

What name or names is the account in?

Please write the name or names as they appear on the chequebook, passbook or statement.

Full name of bank, building society or other account provider

Sort Code – of the bank, building society or other account provider.

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

Account number This is seven to ten numbers long.

More information if it is a building society account

Building society roll or reference number

Some building society accounts use a roll or reference number. The number is on the passbook.

The roll or reference can contain letters and numbers and can 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 be getting other benefits and entitlements that are not paid directly into an account. To have them paid into this account, please tell us the names of the benefits or entitlements.

Part 1 Making payments to you – continued**C – How often can I be paid?**

How often do you want your benefit to be paid? Every 4 weeks Every week

D – If you did not complete Section B

Please read the notes below then tick Box 1 or Box 2

If you have an account but you do not wish to use it, for example a joint account, any bank or building society will help you open an account that suits you better. Remember to ask whether their accounts allow you to get your money from the Post Office®, if this is important to you.

- **Basic bank accounts**

If you have had problems opening a current account, or if you are worried about being overdrawn, you could ask any bank or building society about opening a basic bank account. These are available from all major banks and offer free banking with no overdraft facility. You can use these accounts to pay money in, pay bills automatically and get cash out. Many basic bank accounts also allow you to get cash from post offices.

- **Other accounts**

Alternatively, you can be paid into some Credit Union accounts or a Post Office® card account. These accounts may have restrictions on the services provided.

Tick the box that applies to you

I intend to open an account

Box 1

Any bank, building society or other account provider will help you open an account. If you want to get your money at the Post Office®, check that the account allows you to do this. **If you want us to pay into an account, tell us your account details as soon as you have them.**

Box 2

I would like information about how I can be paid by other means.

We will contact you about your payment options. If, in the meantime, you want more information about opening an account, please contact us.

**Complete the claim form and send it to us now
Do not wait until you have opened an account.**

Part 12 Other information

You can use this space to tell us anything else that you think we might need to know.

Please provide details of your local Post Office®

Postcode

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, 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 services
 may 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 again
 and 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 in the future.

This is my claim for Maternity Allowance.

Signature

Date

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

Part 14 What to do now

- Check that you have answered all the questions on this form that apply to you.
- Check you are sending all the documents we have asked for. Use the list on the front page of this claim form.
- Send everything to Jobcentre Plus. You can find the address on the advert in the business numbers section of the phone book. Look under **Jobcentre Plus**.

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

Part 15 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.

Part 16 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 on our website at www.jobcentreplus.gov.uk

You can access our website from many libraries.

For more information please contact Jobcentre Plus.