

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 working for 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.

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 will have registered your self-employment with HM Revenue and Customs according to HM Revenue and Customs rules.

If you do not register, register late or do not pay your NI contributions on time, 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 the 66 weeks before the week you expect to have your baby.

4 You will not be working during the time you get MA.

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 only paid while you are not working. It is paid for up to 26 weeks.

When to claim Maternity Allowance

You should claim Maternity Allowance (MA) as soon as you can after the Sunday at the beginning of the 14th week before the week when you expect to have your baby. Claim then even if you have not yet stopped working, but do not claim before then.

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 during the last 20 weeks 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** can start from the Sunday at the beginning of the 11th week before the week when you expect to have your baby. It will then usually be paid for the next 26 weeks. **You can only get MA if you have stopped working.**

You can keep working longer and still get the full 26 weeks MA

If you want to do this, your Maternity Allowance Period will start from the Sunday following the week in which you give up work because of your pregnancy. We will contact you to confirm the date you stopped work.

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 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 or your employer disagree about whether you are sick because of your pregnancy, get in touch with your local office for further advice.

How your Maternity Allowance is worked out

The **earnings rule** will be used to calculate 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 the lower of standard rate MA or 90% of your average weekly earnings.

You must send us your payslips which cover the 13 weeks earnings you want used to calculate your MA. Send your payslips to your local office together with the MA1 claim form. If you do not have any payslips, send in other evidence with your claim. The payslips will be returned to you when your MA is decided.

If you are self-employed

If you are self-employed you will be treated as having earnings of a certain level. See leaflet **NI17A** *A guide to Maternity Benefits* for details of how your MA is worked out.

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 or building society. 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 will 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 banks and building societies so that you can collect cash from some of their accounts at your Post Office® branch. The Post Office® also provides a bank account that we can pay benefits and entitlements into. With this account you can only collect your money in cash from Post Office® branches during opening hours. **Part 9** 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 **IB1 A guide to Incapacity Benefit**. You can get this leaflet from your local office.

More information and other help you may be entitled to

There is general information about maternity benefits in leaflet **BC1** *Babies and children*. There is a form in that leaflet that you can use to order other leaflets.

Maternity Allowance

There is more detailed information about Maternity Allowance (MA) in leaflet **NI17A** *A guide to maternity benefits*. This leaflet is available at 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*.

Incapacity Benefit

If you do not qualify for MA, you may be entitled to Incapacity Benefit instead for a shorter period. You can find out more about Incapacity Benefit in leaflet **IB1** *A guide to Incapacity Benefit*. You can get this leaflet from your local office.

Child Benefit

You can claim this benefit when your baby is born. Use the claim form **CH2(CP)**, or write to your local office. Tell them if you are already claiming Child Benefit for another child.

If you are bringing up a child on your own, get leaflet **CH11** *Child Benefit for lone parents*. You can get this leaflet from your local office.

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 local office.

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/taxcredits

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 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 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 8** 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 in the booklet **PL958** *Maternity rights: a guide for employers and employees* and booklet **PL507** *Maternity Leave Changes: a basic summary*.

You can get these from the Department of Trade and Industry website

www.dti.gov.uk/er/maternity.htm

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 your local office. You can find the phone number and address in the phone book under **Jobcentre Plus** or **Social Security**.

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

Maternity Allowance

Test Period Table from 2005 to 2007

- **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 the 66 weeks up to the Saturday at the end of the week before the week when you expect to have your baby.

These 66 weeks are called the Test Period.

Find the week in **column 1** of the table that includes the date you expect to have your baby.

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

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

Leaflet **GL23** *Social security rates* gives details of the rates of MA. You can get this leaflet from your local office. You may also get extra money added onto your MA for your spouse or civil partner, or someone else who looks after the children for you. The current rates are shown in leaflet **GL23**.

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

In **column 4** the 15th week before the week your baby is due is used to decide if you should be getting Statutory Maternity Pay (SMP). You might get SMP if you were employed in this week and satisfy the conditions for payment.

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

Example – how to work out your Test Period and the 15th week before the week your baby is due. See the shaded line on **page 4**.

Date you expect to have your baby 8 February 2006

The week that includes the date you expect to have your baby (**column 1**) 5 February – 11 March 2005

Your Test Period is (**columns 2 and 3**) 31 October 2004 – 4 February 2006

The 15th week before the week your baby is due (**column 4**) 23 October 2005

The MA Threshold which applies to you £30

2005/2006

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
December 2005			
27/11 – 03/12	22 Aug 2004	26 Nov 2005	14 Aug 2005
04/12 – 10/12	29 Aug 2004	03 Dec 2005	21 Aug 2005
11/12 – 17/12	05 Sep 2004	10 Dec 2005	28 Aug 2005
18/12 – 24/12	12 Sep 2004	17 Dec 2005	04 Sep 2005
25/12 – 31/12	19 Sep 2004	24 Dec 2005	11 Sep 2005
January 2006			
01/01 – 07/01	26 Sep 2004	31 Dec 2005	18 Sep 2005
08/01 – 14/01	03 Oct 2004	07 Jan 2006	25 Sep 2005
15/01 – 21/01	10 Oct 2004	14 Jan 2006	02 Oct 2005
22/01 – 28/01	17 Oct 2004	21 Jan 2006	09 Oct 2005
February			
29/01 – 04/02	24 Oct 2004	28 Jan 2006	16 Oct 2005
05/02 – 11/02	31 Oct 2004	04 Feb 2006	23 Oct 2005
12/02 – 18/02	07 Nov 2004	11 Feb 2006	30 Oct 2005
19/02 – 25/02	14 Nov 2004	18 Feb 2006	06 Nov 2005
March			
26/02 – 04/03	21 Nov 2004	25 Feb 2006	13 Nov 2005
05/03 – 11/03	28 Nov 2004	04 Mar 2006	20 Nov 2005
12/03 – 18/03	05 Dec 2004	11 Mar 2006	27 Nov 2005
19/03 – 25/03	12 Dec 2004	18 Mar 2006	04 Dec 2005

2006

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
April 2006			
26/03 – 01/04	19 Dec 2004	25 Mar 2006	11 Dec 2005
02/04 – 08/04	26 Dec 2004	01 Apr 2006	18 Dec 2005
09/04 – 15/04	02 Jan 2005	08 Apr 2006	25 Dec 2005
16/04 – 22/04	09 Jan 2005	15 Apr 2006	01 Jan 2006
23/04 – 29/04	16 Jan 2005	22 Apr 2006	08 Jan 2006
May			
30/04 – 06/05	23 Jan 2005	29 Apr 2006	15 Jan 2006
07/05 – 13/05	30 Jan 2005	06 May 2006	22 Jan 2006
14/05 – 20/05	06 Feb 2005	13 May 2006	29 Jan 2006
21/05 – 27/05	13 Feb 2005	20 May 2006	05 Feb 2006
June			
28/05 – 03/06	20 Feb 2005	27 May 2006	12 Feb 2006
04/06 – 10/06	27 Feb 2005	03 Jun 2006	19 Feb 2006
11/06 – 17/06	06 Mar 2005	10 Jun 2006	26 Feb 2006
18/06 – 24/06	13 Mar 2005	17 Jun 2006	05 Mar 2006
July			
25/06 – 01/07	20 Mar 2005	24 Jun 2006	12 Mar 2006
02/07 – 08/07	27 Mar 2005	01 Jul 2006	19 Mar 2006
09/07 – 15/07	03 Apr 2005	08 Jul 2006	26 Mar 2006
16/07 – 22/07	10 Apr 2005	15 Jul 2006	02 Apr 2006
23/07 – 29/07	17 Apr 2005	22 Jul 2006	09 Apr 2006
August			
30/07 – 05/08	24 Apr 2005	29 Jul 2006	16 Apr 2006
06/08 – 12/08	01 May 2005	05 Aug 2006	23 Apr 2006
13/08 – 19/08	08 May 2005	12 Aug 2006	30 Apr 2006
20/08 – 26/08	15 May 2005	19 Aug 2006	07 May 2006
27/08 – 02/09	22 May 2005	26 Aug 2006	14 May 2006
September			
03/09 – 09/09	29 May 2005	02 Sep 2006	21 May 2006
10/09 – 16/09	05 Jun 2005	09 Sep 2006	28 May 2006
17/09 – 23/09	12 Jun 2005	16 Sep 2006	04 Jun 2006
24/09 – 30/09	19 Jun 2005	23 Sep 2006	11 Jun 2006

2006/2007

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
October 2006			
01/10 – 07/10	26 Jun 2005	30 Sep 2006	18 Jun 2006
08/10 – 14/10	03 Jul 2005	07 Oct 2006	25 Jun 2006
15/10 – 21/10	10 Jul 2005	14 Oct 2006	02 Jul 2006
22/10 – 28/10	17 Jul 2005	21 Oct 2006	09 Jul 2006
November			
29/10 – 04/11	24 Jul 2005	28 Oct 2006	16 Jul 2006
05/11 – 11/11	31 Jul 2005	04 Nov 2006	23 Jul 2006
12/11 – 18/11	07 Aug 2005	11 Nov 2006	30 Jul 2006
19/11 – 25/11	14 Aug 2005	18 Nov 2006	06 Aug 2006
December			
26/11 – 02/12	21 Aug 2005	25 Nov 2006	13 Aug 2006
03/12 – 09/12	28 Aug 2005	02 Dec 2006	20 Aug 2006
10/12 – 16/12	04 Sep 2005	09 Dec 2006	27 Aug 2006
17/12 – 23/12	11 Sep 2005	16 Dec 2006	03 Sep 2006
24/12 – 30/12	18 Sep 2005	23 Dec 2006	10 Sep 2006
January 2007			
31/12 – 06/01	25 Sep 2005	30 Dec 2006	17 Sep 2006
07/01 – 13/01	02 Oct 2005	06 Jan 2007	24 Sep 2006
14/01 – 20/01	09 Oct 2005	13 Jan 2007	01 Oct 2006
21/01 – 27/01	16 Oct 2005	20 Jan 2007	08 Oct 2006
February			
28/01 – 03/02	23 Oct 2005	27 Jan 2007	15 Oct 2006
04/02 – 10/02	30 Oct 2005	03 Feb 2007	22 Oct 2006
11/02 – 17/02	06 Nov 2005	10 Feb 2007	29 Oct 2006
18/02 – 24/02	13 Nov 2005	17 Feb 2007	05 Nov 2006
25/02 – 03/03	20 Nov 2005	24 Feb 2007	12 Nov 2006
March			
04/03 – 10/03	27 Nov 2005	03 Mar 2007	19 Nov 2006
11/03 – 17/03	04 Dec 2005	10 Mar 2007	26 Nov 2006
18/03 – 24/03	11 Dec 2005	17 Mar 2007	03 Dec 2006
25/03 – 31/03	18 Dec 2005	24 Mar 2007	10 Dec 2006



Part of the Department for Work and Pensions

Maternity Allowance

Part 1 About you

Use this form to claim Maternity Allowance

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.

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

Code	Number
------	--------

What is this number? Please tick.

Home Work Mobile Fax

Date of birth

National Insurance (NI) number

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

Letters	Numbers	Letter
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

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

No Yes

Please tell us any other personal details you think we should know about in **Part 10 Other information**. For example, other names or recent previous addresses.

What to send with this form

We need to see some documents before we can deal with your claim.
Send these documents in with your claim.
Please tick the boxes 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 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 payslips for the 13 weeks you choose.	<input type="checkbox"/>	If you do not have your payslips for the weeks you choose, you may send in other evidence to confirm your earnings or get in touch with your employer to obtain copies of your payslips. Your benefit may be delayed if you do not do this.

You must remember to send us all the documents we ask for. If you do not, benefit you can get because of this claim may be delayed.

Part 3 Dates we need to decide your claim

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

The dates you tell us in this part are important. You will need them to answer the questions in the rest of this form.

If you cannot work out the dates, please get in touch with your local office. You can find the phone number and address on the advert in the business numbers section of the phone book. Look under **Jobcentre Plus** or **Social Security**.

- a 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.

- b 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

- c 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

- d Look across the table to column 4 to find the 15th week before the week your baby is due. Write that date here.

About your earnings

- See your answer to question c on page 3 for your Test Period dates.

First day of your Test Period

Last day of your Test Period

These dates are your **Test Period**.

- a Were you employed for at least 26 weeks in your Test Period?

No

Yes

You do not need to have been employed for all of a week for that week to count.

If you are self-employed in your Test Period, go to page 6.

-
- b 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.

Write down the Sunday date in each week you have chosen

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

Send us your 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

Part 4 About your earnings – continued

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

Employer 1

Employer 2

Employer 3

Name and address of the employer

Postcode

Postcode

Postcode

Phone number

--

--

--

Date you started work for the employer

/ /

/ /

/ /

Date you stopped work for the employer

/ /

/ /

/ /

Clock or works number

--

--

--

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

Weekly

Fortnightly

4-weekly

Monthly

Other How often?

Weekly

Fortnightly

4-weekly

Monthly

Other How often?

Weekly

Fortnightly

4-weekly

Monthly

Other How often?

--

--

--

About self-employment

Did you work as a self-employed person in your Test Period?

No Go to question d.

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

If you are self-employed and have paid Class 2 National Insurance contributions you will be treated as having weekly earnings 90% of which equals the standard rate of MA in force in the week covered by that Class 2 contribution.

If you are self-employed and have a Small Earnings Exception certificate, you will be treated as having earnings equal to the Maternity Allowance Threshold (MAT) that applies to the end of each week covered by the certificate.

If you have been 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 contributions, or
- you have held a Small Earnings Exception Certificate for at least 13 weeks

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

No Go to question d.

Yes

b What periods did you pay these contributions for?

From To

From To

c How did you pay these contributions?

Direct debit

Quarterly billing

Other Please give details.

About self-employment – continued

d 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

About insurance paid abroad

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

No

Yes

Which country?

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

From To

From To

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

- Write the date from question d on page 3 here.

The 15th week before the week your baby is due

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

No

Yes

Please tell us about your employer if different from the employers you told us about on **Page 5**.
If you had more than one employer, please tell us about all of them.

Employer 1

Employer 2

Their name

Their address

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

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

You might get **Statutory Maternity Pay (SMP)** if you were employed in this week. If you cannot get SMP, your employer must give you form **SMP1** explaining why you cannot get SMP.

Are you sending us form SMP1?

This is the form your employer gives you if they cannot pay you Statutory Maternity Pay (SMP). If you have more than one employer, you will need a form **SMP1** from each.

No

We cannot deal with your claim for Maternity Allowance until you send us form **SMP1**. Ask your employer about this now. You must remember to send us all the documents we ask for. If you do not, benefit you can get because of this claim may be delayed.

Yes

About your work now

a Are you working for an employer now?

No

Yes

Please tell us about your employer if different from the employers you told us about on **Page 5** or **8**.
If you had more than one employer, please tell us about all of them.

Employer 1

Employer 2

Their name

Their address

Postcode

Postcode

b Are you self-employed now?

No

Yes

c Are you claiming Jobseeker's Allowance?

No

Yes

d If you are not working now, what date did you last work?

Please see the part **When MA is paid** in the **Notes** we have sent you with this form.

Part 6 About your work now – continued

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

No Go to question f.

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

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

No Go to **Part 7**.

Yes Which countries did you visit?

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 7 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**. Or you can ask your local office.

- a Tell us which of these benefits you are getting and answer the questions about them.**
If you are waiting to hear about any of these benefits, still tick them.

Jobseeker's Allowance

What is the name and address of the office that pays you?

Income Support

What is the name and address of the office that pays you?

Incapacity Benefit

What is the name and address of the office that pays you?

Any training allowance or grant

What is the name and address of the office that pays you?

Statutory Sick Pay (SSP) from your employer

Please tell your employer that you are claiming Maternity Allowance, and the date that you want to give up work to have your baby. Before we can pay you Maternity Allowance, you will need to send us form SSP1 that says your employer has stopped paying you SSP.

Statutory Maternity Pay (SMP) from your employer

SMP and Maternity Allowance cannot both be paid at the same time.

About other benefits – continued

b Are you getting any other benefits?

No

Yes

What is the name of the benefit?

What is the name and address of the office that pays you?

Are you or your partner getting or waiting to hear about Pension Credit?

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.

No

Yes

What is the name and address of the office that pays you or your partner?

Are you getting Child Benefit?

No

Yes

What is the the reference number?

Is your spouse, civil partner or anyone else

- 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**.

No

Yes

What is the name of the benefit?

What is the name and address of the office that pays the benefit?

What is the name of the person getting the benefit?

Please tell us their National Insurance (NI) number.

Letters	Numbers			Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Extra money added onto your Maternity Allowance

- You may be able to get extra money added onto your Maternity Allowance for
 - your spouse or civil partner, or
 - for someone else who looks after children for you,if they earn less than a certain amount each week. If you want us to send you a form to claim extra money, tick the boxes that apply.

Are you married or in a civil partnership?

No

Yes

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 for you

Part 9 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 or building society. 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 will 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 banks and building societies so that you can collect cash from some of their accounts at your Post Office® branch. The Post Office® also provides a bank account that we can pay benefits and entitlements into. With this account you can only collect your money in cash from Post Office® branches during opening hours.

A – Payment direct 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 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 statement will show your National Insurance (NI) number next to payments that are from us. A Post Office® card account statement shows your payment details but not your National Insurance (NI) number. If you think that 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 the Post Office® if you have a Post Office® card account.

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 direct 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.

Please go to

Part B if you want to tell us about the account you want to use for your benefit payments.

or

Part D if you are unable to tell us about the account now or want information about how your payments can be made by other means.

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 Part 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 or building society, or the Post Office® if it is a Post Office® card account.

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 or building society

For a Post Office® card account write Post Office.

Sort Code 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 direct into an account at the moment. If you now agree to have them paid into this account, please tell us the names of the benefits or entitlements.

Part 9 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 sometimes called introductory or starter accounts and are available from all major banks. These accounts offer free banking but overdrafts are not available. 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®.

- **Post Office® card account**

This is a simple bank account that can only have benefit, pension, entitlement allowance or tax credit payments paid into it. You can only collect payment from it in cash at a Post Office® branch during opening hours. You will not have a cheque book and cannot withdraw money at a cash machine. You will not be able to run up an overdraft, pay bills by Direct Debit or Standing Order, or have your salary or any other money paid in. The account can only be in your name. You may be able to arrange with the Post Office® for someone else to collect your benefit regularly from this account.

Tick the box that applies to you

I intend to open an account

Box 1

Complete the claim form and send it to us now.

Do not wait until you have opened an account.

Any bank or building society 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 a bank or building society account or a Post Office® card account, please contact us.

Complete the claim form and send it to us now

Do not wait until you have opened an account.

Part 11 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 doctor 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 doctor 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.

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

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 12 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 check list below.
- Send everything to your local office. You can find the address on the advert in the business numbers section of the phone book. Look under **Jobcentre Plus** or **Social Security**.
- Benefit you can get because of this claim can be paid more quickly if you
 - answer all the questions on this form that apply to you, and
 - send us all the documents we ask for.

If you cannot do this, get in touch with us, but benefit you can get because of this claim may be delayed.

- Before you send in this form, please read the following list. Tick the boxes to show which documents you are sending.

Maternity certificate **MAT B1**

Your baby's birth certificate

Form **SMP1**

Form **SSP1**

Payslips

Part 13 **How we collect and use information**

The Department for Work and Pensions collects information for the purposes of dealing with social security, child support, vaccine-damage issues, employment and training, private pensions policy and retirement planning. The information we collect about you depends on the reason for your business with us, but we may use the information for any of these purposes.

We may check information about you with other information we have. We may get information about you from other people and certain other organisations. We may give information to certain other organisations, as the law allows, to:

- check the accuracy of information
- prevent or detect crime
- protect public funds in other ways, and
- use in research or statistics.

These other organisations include other government departments, local authorities, and private-sector bodies such as banks and organisations that may lend you money. We will not give information about you to anyone outside our department unless the law allows us to.

The Department for Work and Pensions is the Data Controller for the purposes of the Data Protection Act.

If you want to know more about what information we have about you, or the way we use your information, please contact us. You can contact any of our offices and ask for leaflet **GL33** *Data Protection Act 1998 – It affects you*. Or you can find a copy of the leaflet on our website. The address is **www.dwp.gov.uk**