

Incapacity Benefit for young people

You should use this form to claim Incapacity Benefit if you are aged 16 or over but under 20, and you are unable to work because of illness or disability.

You can also use it in certain circumstances to claim if you are aged 20 or over but under 25.

Before you fill in this form, please read the notes that come with this pack.

Please use a pen to fill in this form, and initial and date any changes you make.

There are 3 sections in this form. Everyone should fill in sections 1 and 3. You only need to fill in **section 2** if you want to claim extra Incapacity Benefit for another adult.

If you need help to fill in this form

If you need help to fill in this form, you can ask someone else to fill it in for you, or you can contact your Social Security or Jobs & Benefits office.

If you are filling this form in for someone else, we will ask you for your name and address in **Section 3, Part 20**. Please remember to fill in the rest of the form with their details, not yours.

Benefit you may get because of this claim will be paid more quickly if you

- answer all the questions on this form that apply to you **and** the person you are claiming an increase of benefit for, **and**
- you send us all the documents we ask for, **and**
- you attend Work-focused Interviews when required

If you cannot do this, get in touch with us straight away. If you do not, you may lose benefit.

Work Focused Interviews

You may have to attend a Work-focused Interview with a personal adviser. If you do not attend without good reason your benefit may be affected.

Do not delay sending in your claim form. If you wait you could lose money. Please note that benefit cannot be paid for a period more than 3 months before the date we **receive** your claim.

This claim pack contains

- a claim form for Incapacity Benefit for young people
- notes about Incapacity Benefit for young people
- an envelope to send the form back in
- tear-off for Income Support

About your claim

You asked for this claim on

We will take this as the date we **received** your claim as long as we get this form back by

If you do not get this form back to us by this date you may lose money. Remember

to allow a few days for the form to reach us by post.

Office code

Official stamp

Part 1 About you

Surname or family name

Mr/Mrs/Miss/Ms

Other names you use now – in full

All previous surnames or family names you have used.

Date of birth

/ /

National Insurance (NI) number

You can get this from your NI numbercard, letters from social security or payslips.

This will help us deal with your claim more quickly.

Letters	Numbers			Letter
<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?

No Yes

Address

Postcode

Daytime phone number if you have one

Code Number

What is this number?

Please tick.

Home Work Mobile Fax

Daytime textphone number for people with speech or hearing problems

Code Number

Marital or civil status

married or civil partner widowed or surviving civil partner separated

single divorced or civil partnership dissolved

What is your nationality?

We may get in touch with you for more information.

Are you claiming Jobseeker's Allowance at a Social Security or Jobs & Benefits office?

No

Yes Fill in your JS40 and send it back to your Social Security or Jobs & Benefits office as soon as you can

Part 2 The date you want to claim from

What date did you become unable to work because of your illness or disability?

This will help us to work out your *qualifying period*.

Before you fill in this date, please read **When to claim** on page 3 of the **IB(Y)1 Notes**.

What date do you want to claim Incapacity Benefit from?

Remember you must have been ill or disabled for at least 28 weeks before this date and have a medical certificate for this period. We will need this medical certificate with this claim form.

Part 3 About your illness or disability

Please give brief details of your illness or disability. This should include how it stops you from working.

Please tell us the name and address of the doctor who signs your medical certificates.

Are you registered blind with a Health and Social Services Board?

No

Yes

Please tell us the name of the Health and Social Services Board.

Part 6 About time you have spent abroad

We need to know about time you have spent abroad.
This means in any country outside Northern Ireland.

Do you normally live in Northern Ireland?

No

Yes

Do you normally live in Great Britain or the Isle of Man? (*We use GB to mean England, Scotland and Wales.*)

No

Yes

Have you lived outside Northern Ireland at any time during the 5 years before the date you are claiming from?

No

Yes

Tick **No** if you went abroad just for a holiday.

Name of the country

Tick the description that applies to your time abroad. We use *United Kingdom (UK)* to mean *England, Scotland, Wales and Northern Ireland* but not the *Channel Islands* or the *Isle of Man*.

I worked for an overseas employer

I worked for a United Kingdom employer

I was self-employed

I was getting money from a social security scheme of the country I was staying in

Other – please give details below

Have you been abroad for 26 weeks or more in the last year?

No

Yes Tell us about this below.

Name of the country

Date you left Northern Ireland

Date you returned to Northern Ireland

Part 6 About time you have spent abroad – continued

Were you abroad because you were in HM Armed Forces?

No

Yes

Were you abroad because someone in your family was in HM Armed Forces?

No

Yes

What is their relationship to you?
We will write to you about this.

Are you, your spouse or civil partner, exempt from paying UK income tax?

No

Yes

Have you been abroad for more than one year in total in the 5 years before you stopped paying UK income tax?

No

Yes

Part 7 Pension Income

We need to know about any pension income that you have as it may affect the amount of benefit you can get. Please provide proof of your pension income.

For information on pension providers, pension income and how it may affect you, please read **pages 5 and 6 of IB(Y)1 Notes**.

Are you waiting to hear about any pension income?

No

If Yes, let us know as soon as your pension income has been awarded.

Yes

Do you have any pension income?

No

If you answer No to both of the above questions go to **page 11 Permanent health insurance**.

Yes

Part 7 Pension Income – continued

Your first (or only) pension income

Please tell us the name and address of your pension provider

Postcode

Please tell us your pension provider's phone number

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

What is your pension reference number?

On what date did your pension start?

How much pension is due to you before any deductions?

How much pension are you paid after any deductions?

How often is your pension paid?
(For example weekly, four-weekly, monthly, quarterly)

When is the amount of your pension due to change?
(For example 1 May)

When will you get the first payment which includes the change?
(For example 15 May)

Important – please provide proof of your pension income, this could be one of the following

- a letter of entitlement from your employer or insurance company who pay the pension
- a payment advice notice from your pension provider
- a current wage slip showing details of your pension income.

We need to see original documents, photocopies are not acceptable.

Failure to do so may affect your claim.

Your second pension income

Please tell us the name and address of your pension provider

Postcode

Please tell us your pension provider's phone number

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

What is your pension reference number?

Part 8 Tax information – continued

Will your employer continue to pay you whilst you are off work due to illness or disability? No
Yes

If you are self-employed will your business now stop because you are sick? No
Yes

Blind person's allowance No

Tick this box if you are registered blind with a Health and Social Services Board and you want to claim this allowance. Yes Please tell us the name of the Board you are registered with?

Please send us your form P45, if you have one.

Part 9 About other benefits

Are you getting any other benefits? No

Tick **Yes** even if you are waiting to hear about a benefit. Yes Please tell us about the benefits below.

For example,

- Income Support
- Training Allowance
- Jobseeker's Allowance
- Bereavement benefits
- Widow's benefit
- Guardian's Allowance
- Disability Living Allowance
- Carer's Allowance

Or any other benefit not shown above

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

Previous benefit entitlement

Have you been paid Incapacity Benefit before? No

Yes

If **Yes**, please tell us when you were paid Incapacity Benefit.

from / / to / /

Have you been paid Severe Disablement Allowance before? No

Yes

If **Yes**, please tell us when you were paid Severe Disablement Allowance.

from / / to / /

For office use

P45 received

No

Yes

Part 9 About other benefits – continued

Have you qualified for a disability element of Working Tax Credit, whether or not it has been paid?

No

Yes

Have you been getting Working Tax Credit or Child Tax Credit at a higher rate than the family element, up to the date you are claiming Incapacity Benefit from?

No

Yes

Tick Yes, if you are not sure of the dates.

What period has this been awarded for?

from

to

When did you last work?

Is anyone getting extra money added onto their social security benefit for you?

No

Yes

Tick Yes, if anyone is waiting to hear about getting extra money added onto their social security benefit for you.

Please tell us about the person who is getting, or waiting to hear about getting, this extra money.

Their surname

Mr/Mrs/Miss/Ms

Other names

Address

Their National Insurance (NI) number

Letters Numbers Letter

Please tell us which benefits they are getting or waiting to hear about.

Claiming extra benefit for another adult

Claiming Incapacity Benefit for an adult

If you want to claim extra Incapacity Benefit for

- your spouse, or
- civil partner, or
- someone who looks after children or young persons for you.

Please complete **Parts 10 to 15** and **Part 17** of this section.

In **Section 2** and **Section 3** of this form, we use

- *child* to mean a person aged under 16 for whom Child Benefit is being paid, and
- *young person* to mean a person aged 16 to 19 for whom Child Benefit is being paid.

If you are claiming for a spouse, civil partner or someone looking after children or young persons for you

If you are claiming an increase of Incapacity Benefit we may need the person you are claiming for to go to a Work-focused Interview with a personal adviser. They will not have to go to a Work-focused Interview unless you have been claiming Incapacity Benefit for 26 weeks or more. We will let them know if they have to go. If they do not take part in the Work-focused Interview without good reason your benefit may be affected.

If you want to claim extra Incapacity Benefit for a person you employ to look after children or young persons for you, please complete **Parts 11** and **16** of this Section

Child Tax Credit

You cannot claim an increase of benefit for children or young persons but you can claim Child Tax Credit instead.

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 **0845 603 2000**.

People with hearing or speech difficulties can dial the Textphone number **0845 607 6078**.

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

We will need some information about the children before we can pay extra money for an adult.

If you do not have any children or young persons

You may be able to get extra Incapacity Benefit for your spouse or civil partner if they are aged 60 or over. They will not need to go to a Work-focused Interview.

If you do not want to claim extra benefit please go to **Part 18**.

Please tell us about your spouse, civil partner or the person who looks after children or young persons for you.

Their surname

Their other names

Their date of birth

 / /

Letters

Numbers

Letter

Their National Insurance (NI) number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If you are claiming for your spouse or civil partner

We need to see

- your marriage or civil partnership certificate, and
- the birth certificate of your spouse or civil partner.

Please enclose the certificates with this form, if you have them. We will send them back to you as soon as we can. If you do not have the certificates, we will write to tell you what to do. But do not delay in making your claim to benefit.

If you want, you can bring the certificates to our office. We will give the certificates straight back to you after we have seen them.

Remember

- we need to see the real certificates, not photocopies
- if you do not provide all the documents we ask for, benefit you can get because of this claim may be delayed.

Before you send the certificates to us write on the back (in pencil)

- your name
- your address
- your National Insurance Number

Are you sending your marriage certificate or civil partnership certificate with this form? **No** **Yes**

Are you sending the birth certificate of your spouse or civil partner with this form? **No** **Yes**

If you have ticked No to either of these questions, please say why you cannot let us see the certificate or certificates.

For our use

Date of marriage or formation of civil partnership		Spouse or civil partner's date of birth	
Previous surname		Evidence seen	
Evidence seen		Verified by	
Verified by		Checked by	
Checked by		Certificate(s) returned by	
Certificate(s) returned by		on (date)	
on (date)			

Part 11 About children or young persons

Before we can pay extra money for your spouse or civil partner or the person who looks after children or young persons for you, we need to know details of the children or young persons and Child Benefit.

Are you or anyone who lives with you, getting Child Benefit?

No

Yes Please tell us about this.

Amount each week Reference number

£

Amount each week Reference number

£

You will find the reference number on letters sent to you about Child Benefit.

Please tell us who is getting Child Benefit.

You

Your spouse or civil partner who lives with you

Your spouse or civil partner who does not live with you

Your ex-spouse or ex-civil partner

Someone who looks after children or young persons for you

Not known

Relationship to you

For example, son, niece, grandson, stepdaughter or none

Please tell us about each child or young person. If you need to tell us about more than 4 children or young persons use the space in Part 19.

Surname	Other Names	Date of Birth	Male or female		Relationship to you
			M	F	
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Do any children or young persons have a parent who lives with you but is not your spouse or civil partner?

No

Yes Please give the names of children or young persons

Please tell us about any changes there are likely to be in the next 2 months that might make a difference to the amount of Child Benefit that is being paid. For example, if a child or young person is leaving school. The changes you must tell us about are listed in the notes sent to you about Child Benefit.

Are you, or your spouse or civil partner, getting a family benefit for children or young persons from another country?

No

Yes

Part 14 About other money coming in

Does your spouse, civil partner or the person who looks after children or young persons for you, have any other money coming in?

Do not tell us about other benefits, occupational or personal pensions. We will ask you about these later in the form.

No Please go to **Part 15**.

Yes Please tell us about this.

How much do they get each week?

Please tell us the average weekly amount if the money is not the same each week.

 £

Who pays the money?

What is their address?

Postcode

Does your spouse, civil partner or the person who looks after children or young persons for you, have any boarders or lodgers?

No Please go to **Part 15**.

Yes How much does each boarder or lodger pay each week?

Boarder 1 £ a week

Boarder 2 £ a week

Boarder 3 £ a week

Does this payment include an amount for heating? **No**

Yes

If you need to tell us about more than 3 boarders, use the space in **Part 19**.

Part 15 About occupational and personal pensions

Does your spouse, civil partner or the person who looks after children or young persons for you, get an occupational pension or a personal pension?

No Please go to **Part 16**.

Yes Please tell us about each pension.

Pension 1

Type of pension

Pension from an employer

Pension from a self-employed pension scheme

Personal pension

Name and address of the pension payer

Postcode

Part 15 About occupational and personal pensions – continued

Phone number of the pension payer Code Number

What is the pension reference number?

How much pension do they get after income tax is taken off? £ a week

How often is the pension paid? (for example, weekly, four-weekly, monthly, quarterly)

What day or date are they supposed to be paid?
For example, this could be every Friday or the last working day of each month.

When is the pension due to increase?

Important – please provide proof of your pension income, this could be one of the following

- a letter of entitlement from your employer or insurance company who pay the pension
- a payment advice notice from your pension provider
- a current wage slip showing details of your pension income

We need to see original documents, photocopies are not acceptable.
Failure to do so may affect your claim.

Pension 2

Type of pension Pension from an employer
Pension from a self-employed pension scheme
Personal pension

Name and address of the pension payer

Postcode

Phone number of the pension payer Code Number

What is the pension reference number?

How much pension do they get after income tax is taken off? £

How often is the pension paid? (for example, weekly, four-weekly, monthly, quarterly)

For office use

Proof of pension income received

No

Yes

Part 17 About benefits and state pensions

Any money paid by the Department for Social Development or any other government department to

- your spouse, or
 - civil partner, or
 - a person who looks after children or young persons for you
- may affect the amount of extra Incapacity Benefit you can get.

And money paid to another person for you or anyone you are claiming for may also affect the amount of extra Incapacity Benefit you can get.

Please tell us about this money below. Include benefits, state pensions or allowances from the Department for Social Development or any other government department. But do not include any Child Benefit you have already told us about on this form.

Benefit 1

Name of benefit

Who is the benefit paid to?

Benefit reference number

This is on letters about the benefit.

How much is paid each week?

£ a week

Which office deals with the benefit?

Benefit 2

Name of benefit

Who is the benefit paid to?

Benefit reference number

This is on letters about the benefit.

How much is paid each week?

£ a week

Which office deals with the benefit?

If you need to tell us about more than 2 benefits, use the space in **Part 19**.

More information we need

Part 18 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 2 weeks unless you choose to be paid every 4 weeks or every 13 weeks.

If you choose to be paid every 2 weeks

The money will be paid into an account for you on the last bank working day in each 2-week period.

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 13 weeks

The money will be paid into an account for you on the last bank working day in each 13-week period. Your first payment might cover a period of 2 to 14 weeks, but after this all payments will cover a 13-week period.

Find 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 Incapacity Benefits Branch.

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 money.

Getting someone to collect your benefit

If you want someone else to collect your benefit for you regularly, you may be able to make arrangements with your bank, building society or other account provider such as the Post Office® or a Credit Union.

What to do now

Tell us about the account you want to use for your benefit, go to **Part B**.

or

If you do not already have a suitable account, go to **Part 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 **Part A** about being overpaid.

Please give your account details on the next page. 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 chequebook, passbook or statements. If you are not sure about the details, ask the bank, building society, or other account provider.

Part 18 Making payments to you – continued

Whose name or names is the account in?

Please tick one box to show the account you wish to use

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.

- 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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account Number

This is 7 to 10 numbers long

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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More information if it is a building society account

Building Society roll or reference number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Some building societies 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.

C - How often can I be paid?

How often do you want your benefit to be paid?

Every 13 weeks

Every 4 weeks

Every 2 weeks

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 account:** 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.

Complete the claim form and send it to us now.

Do not wait until you have opened an account.

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 1

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 19 Other information

You can use this space to tell us anything else you think we might need to know to help us decide your claim.

Please provide details of your local Post Office®.

Postcode

Part 20 Signing the form for someone else

Please read page 3 of *IB(Y)1* Notes.

Even though you can fill in this form for another adult, they must still sign it themselves unless one or more of the following apply.

I am signing this form on their behalf because

I have Power of Attorney for them.

Please send us your power of attorney document or certified copy with this claim form – remember to sign the **Declaration** section at **Part 21**.

I am a receiver for them under a Court of Protection Order, or in Scotland a tutor, curator or guardian appointed in terms of the law.

Please send us the relevant document or certified copy with this claim form – remember to sign the **Declaration** section at **Part 21**.

The Department for Social Development has already appointed me to get their benefits and to deal with letters about their benefits.

We will send all letters about this claim directly to you.

They cannot manage their own affairs because of a mental illness or a mental disability.

We will get in touch with you about this. The Department for Social Development may appoint you to get their benefits and to deal with letters about their benefits.

They are so ill or disabled they find it impossible to sign for themselves.

We will get in touch with you about this.

If the person does not know you are signing this form for them, please tell us why.

Your name

Mr/Mrs/Miss/Ms

Date of birth

National Insurance (NI) number

Letters Numbers Letter

Your address

 Postcode

Daytime phone number

Code Number

What is this number?
Please tick.

Home Work Mobile Fax

Part 21 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.

Under section 15 of the Social Security Fraud Act (Northern Ireland) 2001 it is an offence to fail to notify a change in circumstances promptly. Failure to tell us about a change in your circumstances promptly may result in action being taken against you.

- I **agree** that
 - the Department for Social Development
 - any doctor advising the Departmentmay 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 doctor 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.
- I **agree** to my doctor, or any doctor who has been treating me, being informed about the Department's determination on incapacity for work.

This is my claim for Incapacity Benefit.

Signature

Date

Part 22 What to do now

Please make sure that you

- have answered all the questions on this form that apply to you, **and**
- you have signed and dated this form, **and**
- check you are sending all the documents we have asked for. Use the check list at **Part 25**.

Send this form and any documents we have asked you for to Incapacity Benefits Branch (see **Part 24**).

Do not delay sending in your claim form. If you wait you could lose money. Please note that benefit cannot be paid for a period more than **3 months before** the date we **receive** your claim.

Could you be entitled to Income Support? Please see the tear-off on the back page.

Part 23 What happens next

If you can get Incapacity Benefit

we will write and tell you

- how much you can get
- more about the benefit.

Benefit you may get because of this claim will be paid more quickly if you

- answer all the questions on this form that apply to you or the person you are claiming an increase of benefit for, and
- send us all the documents we ask for.

If you cannot do this, get in touch with us straight away. If you do not, you may lose benefit.

If you cannot get Incapacity Benefit

we will write and tell you the reason.

Part 24 Where to get help and advice

Get in touch with:

Incapacity Benefits Branch
Castle Court
Royal Avenue
Belfast
BT1 1SB
Telephone number **028 9033 6000**.

It is Agency policy to provide you with all of the information, advice and help to complete any Social Security benefit claim form. Please feel free to contact your nearest Social Security or Jobs & Benefits office, Community Benefit Office or the Benefit Shop, Royal Avenue, Belfast.

If you would like further information about disability benefits, you can also contact the Benefit Enquiry Line. The telephone number is **0800 220 674**.

However, if you do not want to make use of our services, you may be able to get help from a friend, relative or an Advice Centre.

You can also find out more about the Social Security Agency's benefits and services at www.dsdni.gov.uk

Part 25 Check list

Before you send in this form, please read the following list.

Tick the boxes to show which documents you are sending.

Your birth certificate	<input type="checkbox"/>	SSP1	<input type="checkbox"/>	Proof of pension income for your spouse, civil partner or someone looking after children or young persons for you	<input type="checkbox"/>
Spouse or civil partner's birth certificate	<input type="checkbox"/>	SSP1(L)	<input type="checkbox"/>	Details of education, training or apprenticeship	<input type="checkbox"/>
Marriage or civil partnership certificate	<input type="checkbox"/>	P45	<input type="checkbox"/>	Payslip for your spouse, civil partner or someone looking after children or young persons for you	<input type="checkbox"/>
Medical certificate	<input type="checkbox"/>	Proof of your pension income	<input type="checkbox"/>		

Could you be entitled to Income Support?

Check the tear-off on the back page of this form. Do not wait until you hear from us about this claim to Incapacity Benefit.

You could lose out on money you are entitled to.

Part 26 How we collect and use information

The Department for Social Development collects information for purposes of dealing with social security, child support, employment and training, private pensions policy, retirement planning, the Financial Assistance Scheme, urban regeneration, housing and community development. 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, authorities administering Housing Benefit, 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 Social Development is the Data Controller for the purposes of the Data Protection Act 1998.

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 *Data Protection Act 1998 – It affects you*. Or you can find a copy of the leaflet on our website. The address is www.dsdni.gov.uk

For local office use only

Identity confirmed?

No Yes

What evidence seen

Initials & Date

/ /

Office stamp

Could You Be Entitled to Income Support?

If you are waiting for a decision about Incapacity Benefit, or if you cannot get Incapacity Benefit, or if your Incapacity Benefit does not give you enough money to live on.

You may be able to get Income Support if:

- you (and your partner if you have one) have savings of less than £8,000 or savings of less than £12,000 if your partner is 60 or over;
- you are married or living with someone as a married couple, and your partner (if you have one) works less than 24 hours a week;
- you or your partner (if you have one) are not already claiming Income Support;
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

To make a claim to Income Support you can

- phone your nearest Social Security or Jobs & Benefits office for a claim form, **or**
 - complete the section below, tear off this page **AND** bring it by hand, or post it, to your local Social Security or Jobs & Benefits office immediately*. You will find their address in the business section of the Telephone Directory under "Government".
- * **Please note Income Support can only be considered from the date your phone call or the date this tear off is received in a Social Security or Jobs & Benefits office or any office of the Department for Social Development.**

Do not delay – You may lose out on money you are entitled to!

I would like to make a claim to Income Support. Please send me an Income Support Claim form.

Surname: _____ First name: _____
(Mr/Mrs/Miss/Ms)

Address: _____

Postcode: _____

Telephone Number: _____ Date: _____

National Insurance Number

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To help us process your claim,
please tick if you pay:

Rent Rates Mortgage

***Now bring or send this completed tear-off to your local
Social Security or Jobs & Benefits office.***

