

**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

Mrs/Miss/Ms

All other names – in full

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

Address

Postcode

Daytime phone number

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

What is this phone number? Please tick box

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

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

No   
Yes

Please tell us about any other personal details you think we should know about in **Part 12 Other information**. For example, other names or recent previous addresses.



*Claim form  
Maternity Allowance*

*Help if you are*

*expecting a baby*

*and have been*

*working but cannot*

*get Statutory*

*Maternity Pay*



www.dsdni.gov.uk

/ /

## Part 2 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.

<b>Everyone</b>	You must send a Maternity Certificate ( <b>MAT B1</b> )	<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.
<b>If you are claiming after the baby is born</b>	Also send your baby's birth certificate if the date you had your baby is not on the <b>MAT B1</b>	<input type="checkbox"/>
<b>If you are working for an employer</b>	Also send form <b>SMP1</b>	<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 <b>SMP1</b> from each employer.
<b>If you have been getting Statutory Sick Pay (SSP)</b>	Also send form <b>SSP1</b>	<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 <b>SSP1</b> from each employer.
<b>If you have worked for an employer</b>	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.

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.

**Attach all the documents securely to this form and send it to:**  
**Incapacity Benefits Branch,**  
**Castle Court,**  
**Royal Avenue,**  
**Belfast BT1 1SB.**

## Part 3 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**.

Their name

Their address

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

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**?

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

No

Yes

Include form **SMP1** with this claim form. If you do not, benefit you can get because of the 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
<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>

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 Date 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
<b>Name and address of the employer</b>			
	Postcode	Postcode	Postcode
<b>Phone number</b>			
<b>Date you started working for the employer</b>	/ /	/ /	/ /
<b>Date you stopped working for the employer</b>	/ /	/ /	/ /
<b>Clock or works number</b>			

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

Weekly	<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Weekly	<input type="checkbox"/>
Fortnightly	<input type="checkbox"/>	Fortnightly	<input type="checkbox"/>	Fortnightly	<input type="checkbox"/>
4-weekly	<input type="checkbox"/>	4-weekly	<input type="checkbox"/>	4-weekly	<input type="checkbox"/>
Monthly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Other	<input type="checkbox"/> How Often?	Other	<input type="checkbox"/> How Often?	Other	<input type="checkbox"/> How Often?

**c 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 4** 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	/ /	/ /	/ /
Week commencing Sunday	/ /	/ /	/ /
Week commencing Sunday	/ /	/ /	/ /
Week commencing Sunday	/ /	/ /	/ /
Week commencing Sunday	/ /		

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

**d 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.

**e What date did you start your maternity leave?**

**f 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 **Incapacity Benefits Branch**.

## 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.

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

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c Period of self-employment

From

To

**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 did 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 **Incapacity Benefits Branch.**

## 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
	<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"/>	<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	<input type="checkbox"/>	Weekly	<input type="checkbox"/>
Fortnightly	<input type="checkbox"/>	Fortnightly	<input type="checkbox"/>
4-weekly	<input type="checkbox"/>	4-weekly	<input type="checkbox"/>
Monthly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Other	<input type="checkbox"/> How Often?	Other	<input type="checkbox"/> How Often?
<input type="text"/>		<input type="text"/>	

## 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?

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.

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.**

**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?

We need to know about any money that you are getting from the Social Security Agency or any other government department or from the Department for Employment and Learning. 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 **NIL 17A** *A guide to maternity benefits*. Or you can ask your Social Security Office or Jobs & Benefits office.

### 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 four 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.

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**a Are you married or in a civil partnership?**

No

Yes

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**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

**c 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**.

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 five 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

Name of benefit

Reference number, if known

**We normally pay benefit 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 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 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 Incapacity Benefits Branch.

#### 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 chequebook, 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, or
- 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.

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#### 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 number 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 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<sup>®</sup>, 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. 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.

- **Other accounts:**

Alternatively, you can be paid into some Credit Union accounts or a Post Office<sup>®</sup> 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**

**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 a Post Office<sup>®</sup>, 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.**

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

**Box 2**

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 13 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.

**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

- 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 organisation or 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.

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 check list opposite.
- Send this form and documents to Incapacity Benefits Branch at the address shown on page 2.
- 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

The Department for Social Development collects information for the purposes of dealing with social security, child support, vaccine-damage issues, employment and training purposes, private pensions policy and 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](http://www.dsdni.gov.uk)

