



Help with this form

- You can phone the **Pension Service Application Line**. It is open Monday to Friday from 9am to 5pm. Calls to the Application Line are **free** except from some mobile phones. The number is **0808 100 6165**. For people with speech or hearing difficulties, the **textphone** number is **0808 100 1165**.

About your application

Please make sure you:

- answer all the questions on the form that apply to you and your partner, if you have one, and
- sign and date the form and send it back to us with all the documents we have asked for by **/ /** at the latest.

If we get your form back after this date, it may affect the date we can pay you from. If you have received a Housing Benefit HB2 (PC) form, please check it and if correct sign and return it, along with this form to the Pension Service.

If an acknowledgement of your application has not been received within 3 working days please telephone the Pension Service on 0808 100 6165 or textphone 0808 100 1165.

Your application form

Pension Credit

You can phone the Application Line for help with this form.

The freephone number is **0808 100 6165**.

For people with speech or hearing difficulties, the textphone number is **0808 100 1165**.

You can also get more information in the booklet **Notes to help you fill in the form** that came with this form.

PCF (0400)



Notes to help you fill in the form

Pension Credit



www.dwp.gov.uk



Part 1 About you

Your surname or family name

Mr / Mrs / Miss / Ms / Doctor / Reverend

All your other names in full

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

Include maiden names, all former married names and all changes of surname or family name.

Your date of birth

/ /

Your National Insurance (NI) number

Letters Numbers Letter

You can get this from your payslips, NI number card, tax papers or letters from social security.

Your permanent address

Postcode

Your contact address if it is different from above

Postcode

Your daytime phone number if you have one

Code Number

What is this number?

Home Work Mobile Fax

Part 2

About your partner

Does your partner live permanently in a care home?

No

Yes If yes, from what date did this occur?

Please go to **Part 3**.

Are you separated from your partner?

If you are separated only because someone is temporarily in a hospital or home, tick **No**.

No

Yes If yes, from what date did this occur?

Please go to **Part 3**.

Does your partner agree to you making this application?

No Please still tell us as much as you can about your partner.

Yes

Your partner's surname or family name

Mr / Mrs / Miss / Ms / Doctor / Reverend

Your partner's other names in full

Any other surnames or family names your partner has been known by or is using now. Include maiden names, all former married names and all changes of surname or family name.

Your partner's date of birth

Letters

Numbers

Letter

Your partner's National Insurance (NI) number

You can get this from their payslips, NI number card, tax papers or letters from social security.

Is your partner registered blind or severely sight impaired?

No

Yes

Part 3

About where you live

If you live permanently in a care home, please go to Part 4.

Do you or your partner live with relatives or friends as part of their family?

No

Yes Please tell us about this below. Then go to **Part 4**.

Name of the head of the household.

Relationship to you.
For example, parent, friend or relative.

Does anyone live in your household apart from you and your partner?

No

Yes If you tick yes please complete form PC1C which the Pension Service will issue to you.

Are you or your partner responsible for paying the rent or rates for the place where you live? If they are paid through Housing Benefit or rates, still tick Yes.

No

Yes Please tell us the address of your Northern Ireland Housing Executive or Land or Property Services (Rating) Office.

Have you claimed, or are you going to claim, help with Rent?

No help with Rates? No

Yes Yes

Do you or your partner pay service charges for the place where you live? For example, money towards the upkeep of the building.

No

Yes Please send us proof of the service charges.

Do you own the property or rent it?

Own it Rent it

Is this from NIHE or a private landlord?

NIHE Private Landlord

Do you or your partner pay ground rent for the place where you live?

No

Yes Please send us proof of your ground rent.

When the lease on your home was first granted, was it for more than 21 years?

No

Yes

Do you or your partner share, with anyone else, the rent or mortgage for the place where you live? If you and your partner just share with each other, tick No.

No

Yes

Do you or your partner have a mortgage or home loan on your home?

No

Yes To get help with this, please fill in the form **MI12(PC)** if we included one with this application form. Send the filled-in form **MI12(PC)** to your mortgage or home-loan lender. You will need one for each mortgage or home loan lender.

Part 4

About savings and investments



Please read **Part 4** of the booklet **Notes to help you fill in the form** before you fill in this part.

We need to know if you or your partner have any savings or investments. We may be able to reward you for any savings and investments you have.

Savings and investments include:

- money in a current account, even if you use the account to pay your bills so the balance changes
- a savings or deposit account, even if you have to give notice to withdraw the money
- money in any other bank, building society or post office® account
- National Savings Certificates
- cash saved for something

- Premium Bonds
- investments like ISAs, PEPs and TOISAs
- an income bond, capital bond or granny bond
- unit trusts or shares, even if the shares are part of a windfall payment
- any other money or investments you or your partner have in this country or abroad

Do you or your partner have any savings or investments?

No

What is the total amount?

£

Yes

Do your savings and investments add up to more than £10,000?

No

Yes

Please fill in form PC1H which came with this form.

Apart from the place where you live, do you or your partner own any property or land in this country or abroad? If it is on a mortgage or loan, still tick Yes.

No

Yes

What is the total amount?

Part 5

About benefits

You

Have you or your partner claimed any social security benefits that you are waiting to hear about?

No

Yes

Which benefits are you waiting to hear about?

Have you received a lump sum because you put off claiming your State Pension?

No

Yes

Your partner

No

Yes

No

Yes

N.B. If you receive Child Benefit for any children you are responsible for, you may be able to get Child Tax Credit. For more information, contact HM Revenue & Customs on 0845 603 2000. The textphone number is 0845 607 6078 for people with speech or hearing difficulties. You can also visit their website at www.hmrc.gov.uk/taxcredits

Does anyone get Carer's Allowance for looking after you or your partner? Tick Yes if they have claimed it and are waiting to hear about it.

No

Yes

No

Yes

The carer's full name

Letters Numbers Letter

The carer's National Insurance (NI) number

You can get this from their NI number card, payslips, tax papers or letters from social security.

Letters Numbers Letter

You can get this from their NI number card, payslips, tax papers or letters from social security.

Part 6

About pensions



Please read **Part 4** of the booklet **Notes to help you fill in the form** before you fill in this part.

Did you or your partner pay into a private pension scheme, get a private pension, get money from a place where you used to work or get any other pension?

If you or your partner expect to get a pension in the next 12 months, please tick **Yes**. Do not count any state pension paid by the Department.

No Please go to **Part 7**.

Yes If yes please provide the name, address and telephone number of this private pension provider.

Name:

Address:

Postcode:

Tel. No:

If you or your partner expect to get a pension in the next 12 months, when do you expect to get the first payment?

Pension 1

/ /

Pension 2

/ /

What type of pension is it?

There is a list of pension types on **Part 6** of the booklet **Notes to help you fill in the form**.

Pension 1

Pension 2

How much will be paid and how often will it be paid?

£ every

£ every

When will the pension normally be received? For example, the last day of the month.

When did you receive your latest payment?

/ /

/ /

Will the pension increase each year?

No

Yes

No

Yes

Who gets the pension?

You

Your partner

You

Your partner

Have you paid into any other private pension scheme?

No

Yes

No

Yes

Part 6

About pensions continued

May we contact the pension provider if we need more information to deal with your Pension Credit application?

No

Yes

Please send us your latest pension payslip **and** a letter from the company that pays it showing how much you get or will get. Do not send us form P60.

No

Yes

Please send us your latest pension payslip **and** a letter from the company that pays it showing how much you get or will get. Do not send us form P60.

If we do not receive proof of your other pensions, it may affect the date we can pay you from. Any documents you send us must be originals, not photocopies. We will return all the documents to you. Please send us proof with this form, if possible.

If you need to tell us about more than two pensions, please use the space in **Part 11**.

Part 7

About work

Have you or your partner left work in the **three months** prior to the date you want to claim from?

You

No Yes

If you tick 'yes' please provide your last payslip and P45.

Your partner

No Yes

If you tick 'yes' please provide your last payslip and P45.

Were you self-employed?

No Yes

No Yes

Date you or your partner left work

/ /

/ /

Are you or your partner doing any type of paid work now?

No Please go to **Part 8**.

Yes If you tick yes please complete form PC1D which the Pension Service will issue to you.

No Please go to **Part 8**.

Yes If you tick yes please complete form PC1D which the Pension Service will issue to you.

Is this self-employed work?

No

Yes

No

Yes

Part 8

About other money coming in

Do you or your partner have any other money coming in?

No

Yes

You do not need to tell us about social security benefits paid by the Department in this part. Please read **Part 8** of the booklet [Notes to help you fill in the form](#) for details of what you should tell us about.

What is this money?

How much is paid and how often

£ every

£ every

£ every

Who is paid the money

You Your partner

You Your partner

You Your partner

If you tick yes please complete form PC1B which the Pension Service will issue to you.

Part 8

About other money coming in continued

£ every

You Your partner

£ every

You Your partner

£ every

You Your partner

Please send us proof of the money coming in.

If we do not receive proof of the money you have coming in, it may affect the date we can pay you from. Any documents you send us must be originals, not photocopies. We will return all the documents to you. Please send us proof with this form, if possible.

Do you or your partner expect to start getting any money in the next 12 months?

No

Yes

If you expect to get a lump-sum payment, please tell us about this in Part 12.

Who will pay this money?

How much will be paid

Who will be paid

£ every

You Your partner

By lump sum payable we mean something like;

- Money coming in from the sale of a house you used to live in, or
- A one-off payment you will get instead of a Private pension

When do you or your partner expect to start getting this money?

Part 9

Special circumstances

You

Your partner

Are you or your partner in hospital as an inpatient?

No

Yes

No

Yes

What date did you or your partner go into hospital?

Name of the hospital

Are you or your partner staying temporarily in a care home?

No If you tick yes please complete form PC1A which the Pension Service will issue to you.

No If you tick yes please complete form PC1A which the Pension Service will issue to you.

Please answer all of these questions, even if you think they do not apply to you.

At any time, have you or your partner come to live or returned to live in the United Kingdom from abroad?

No

Yes Please tell us about this below.

By 'United Kingdom' we mean England, Scotland, Wales and Northern Ireland.

Who has come to the United Kingdom?

Part 9

Special circumstances continued

You

Your partner

What is their nationality?

Which country have they come from?

When did they last come to the United Kingdom?

 / /
 / /

Has the Home Office put a limit on how long they can stay in the United Kingdom?

No

No

Yes

Yes

Does their passport say **no recourse to public funds**?

No

No

Yes

Yes

If they have lived in the United Kingdom before, when did they last leave the United Kingdom?

 / /
 / /

Are you or your partner a United Kingdom national?

No

No

Yes

Yes

Do you or your partner have the right of abode in the United Kingdom? For example, you have the right of abode in the United Kingdom if you are a British citizen.

No

No

Yes

Yes

By 'right of abode', we mean you

- are free from immigration control, and
- do not need the permission of an immigration officer to enter the United Kingdom, and
- can live and work in the United Kingdom without restriction

Have you or your partner come to the United Kingdom under the Family Reunion Scheme?

No Please go to next question

No Please go to next question

Yes Please go to next question

Yes Please go to next question



Please read **Part 11** of the booklet **Notes to help you fill in the form** before you fill in this part.

Please use this space to tell us anything else you think we might need to know. You can continue on a separate sheet of paper if you need to. If you continue on a separate sheet of paper, please make sure you:

- sign and date it, and
- write your full name, address and National Insurance (NI) number on it.

Part 12 Making payments to you



Please read **Part 12** of the booklet **Notes to help you fill in the form** before you fill in this part.

Payment Direct into an account

We normally pay your money direct into an account

You can use a bank, building society or other account provider. Many banks and building societies will let you collect cash at the post office.

How we will pay you

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 the same unless there is a change in your circumstances. We will tell you whenever there is going to be a change in the amount we pay into your account.

Finding out how much we have paid into the account

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

If we pay you too much money

We have the right to recover any money paid to you, which you are not entitled to. This may be because of the way the Direct Payment system works. 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 we have already sent out. If this happens, we will contact you before we recover any money.

About the account you want to use

What to do now:

- Tell us about the account you want to use on the next page. By giving us your account details you are agreeing to be paid by Direct Payment and understand the information above about being overpaid.
- If you intend to open an account, please give us your account details as soon as you have them.
- If you do not have an account, please contact us and we will give you more information.

Please tell us your account details below. It is very important you complete ALL boxes correctly including the building society roll or reference number if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money. You can find the account details on your chequebook or bank statements. If you are not sure about the details, ask the bank, building society or other account provider.

About the account you want to use**You can use**

- an account in your name
- a joint account or
- someone else's account,
subject to the terms and conditions of the account and
as long as you have the other person's permission and authorise them to use the money in the way
you tell them.
- If you are an Appointee or a legal representative acting on behalf of the customer, the account should be
in your name only.
- To be paid into a credit union account you must provide the credit union's account details. Your credit union
will be able to help you with this.

Name of the account holder

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

Full name of bank, building society or other account provider.**Sort code**

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

 - - **Account number**

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

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

Building society roll or reference number

You may be getting other benefits and entitlement that are not paid direct into an account. To have them paid into the above account, please tick the box.

Please continue to fill in the application form and send it to us now.

Part 13

Your declaration

I **declare** that the information I have given on this form is correct and complete as far as I know and believe, and I have included all my income and savings.

I **understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

I **agree** to my Pension Credit being paid directly into the account I have chosen, if I have given account details on this form.

I **understand** if I have given account details on this form, that the Department has the right to recover overpayments caused by the way the system works for direct payment, as described in Part 11 of the booklet [Notes to help you fill in the form](#).

I **understand** that I must promptly tell the office that pays my credit of anything that may affect my entitlement to, or the amount of, that credit.

I **understand** that you may check the information I have given with HM Revenue & Customs and other sources. The information may be used for other purposes relating to the work of the Social Security Agency and may be given to other organisations and bodies as allowed by law.

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

This is my application for Pension Credit Text in here

Please sign the form here.

Your signature

Date

If you are signing this form for someone else, please read the notes in **Part 15** of the booklet [Notes to help you fill in the form](#) before you fill in this part.

Have you signed this form for someone else?

No Thank you. There are no more questions.

Yes Please tell us about yourself below.

Your name

Your address

 Postcode

Your daytime phone number if you have one

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

Home Work Mobile Fax

Your National Insurance (NI) number

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

You can get this from your NI number card, payslips, tax papers or letters from social security.

Part 14

What to do now

Please check:

- that you are sending us all the original documents we have asked for – for example, pension payslips
- that you have answered all the questions on this form that apply to you and your partner, if you have one
- that you have filled in form **MI12(PC)**, if we have included one with this application form
- that you have filled in the Housing Benefit claim form, if you need help with your rent or rates.

We need verification from the date you wish to claim from.

Please tick which original documents you are sending us.

We will return all the documents to you. We will do our best to return them to you within five working days of getting them.

- Proof of service charges
- Proof of ground rent
- Proof of a private or work's pension or any other pension – except a state pension paid by the department
- Proof of money coming in
- Proof of Savings, Investments
- If you own land, please provide land maps
- If you are self-employed please provide accounts
- Please provide payslips

Please ensure you have signed and dated the declaration at Part 13.

Then send your forms and documents to us.

Use the envelope that came with this application pack. It does not need a stamp.

If you are worried about sending us original documents, you can send them by recorded delivery or registered post, which you will have to pay for.

For office use

Issue date

Initial date of contact

Date of application

Date of entitlement

I read back to the customer the entries I made on this form based on the information they gave me. The customer agreed they were correct.

Interviewing officer's signature

Please ensure you have also signed this form at Part 13. Failure to do so will result in your claim being delayed, as the form will be returned to you.

Customer's signature

Date

Please put the form in the envelope that came with the form. The envelope does not need a stamp.

If you want to ask us anything about this form, please get in touch with us. Our contact details are:

Social Security Agency
Pension Service
PO Box 205
LONDONDERRY
BT48 6YB

Telephone: 0808 100 6165

Textphone: 0808 100 1165

Email: pensionservice@thepensionservice.gsi.gov.uk