

The logo for Jobcentreplus, featuring the text "jobcentreplus" in a white, lowercase, sans-serif font on a dark grey rounded rectangular background.

Part of the Department
for Work and Pensions

Income Support

This booklet contains information about

- **how to work out if you can
get Income Support**
- **how to claim Income Support**
- **Income Support Allowances
and Premiums**

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Income Support

What is Income Support?

Income Support is a social security benefit to help people who do not have enough money to live on.

Income Support is made up of

- money for you
- money for your partner, if you have one
- extra money for people if their expenses are higher than others, for example, disabled people
- money for certain housing costs that are not covered by Housing Benefit.

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.

The amount you can get depends on

- how much the law says you need to live on, and
- how much money you have coming in each week from things like other social security benefits and part-time work.

Savings of more than £6,000 will affect the amount of Income Support that you can get.

You will not be able to get Income Support if your savings are more than £16,000.

If you live in a care home

Savings of more than £10,000 will affect the amount of Income Support that you can get if you live on a permanent basis in a care home.

You will not be able to get Income Support if your savings are more than £16,000.

Income Support continued

Can you get Income Support?

You may be able to get Income Support if you and your partner, if you have one, have savings of £16,000 or less, and

- you are working for less than 16 hours a week, and
- your partner is working less than 24 hours a week.

If you or your partner are working more hours than this

You may still be able to get Income Support if, for example, the person who works

- cannot earn much money because of a disability
- is caring for another person
- is a childminder at home
- is a part-time firefighter
- is a member of a territorial or reserve force.

If you are separated, we only take your circumstances into account and only count the hours you work.

If you think you will not be able to get Income Support because of the hours you or your partner work, you may be able to get Working Tax Credit.

For more information contact the Working Tax Credit Helpline on **0845 300 3900**.

If you or your partner have reached the qualifying age, you may be entitled to Pension Credit. From 2010, the age from which people can get Pension Credit will gradually change to 65 in line with the change to women's state pension age. For further information ask for a leaflet or visit our website at **www.dwp.gov.uk/advisers/cat1/all-products.asp**

To apply for Pension Credit phone The Pension Service on **0800 99 1234**.

You can only claim Income Support for yourself and your partner.

Income Support continued

More about claiming

Who should claim – you or your partner?

If you have a partner and both of you might be entitled to Income Support, you can decide which one of you makes the claim.

If either you or your partner are under the qualifying age for Pension Credit and have been ill for a total of at least 364 days, or 196 days if terminally ill, that person should claim.

If you want more information to help you decide who should make the claim, get in touch with your local office.

Looking after a sick or disabled person

You may be able to get extra Income Support if you or your partner are getting Carer's Allowance because you are looking after a sick or disabled person. This extra amount of Income Support is called a Carer Premium. Carer's Allowance is the new name for Invalid Care Allowance.

To claim Carer's Allowance, fill in the claim form **DS700**. You can get this form from your local office or Post Office®.

If you have a mortgage or home loan

You may be able to get extra Income Support for the interest on your mortgage or home loan.

You can find out more about this in information booklet **IS8 Home Owners – help with housing costs**. You can get this leaflet from your local office.

About your claim

How to claim

Just fill in the form **A1** or **A1R** that came in your claim pack. You must answer all the questions on the claim form that apply to you and your partner, if you have one. It is important that you answer all the questions that apply to you, and make sure you provide all the documents we ask for.

You have a calendar month, up to the second date on the front of the form, to fill the form in properly without affecting your benefit.

If you can get benefit because of this claim we can consider paying it from the date you asked for the form if you

- answer all the questions on the form that apply to you and your partner, if you have one, **and**
- provide all the documents we ask for within a month of the date you asked for the form.

If you do not do this, you may only get benefit from the date you provide all the information we need.

If you have difficulty with the form or documents

If you find it difficult to fill in the form or to provide any of the documents we ask for, do your best. Tell us what you can and provide all the documents you have.

You must tell us in **Part 16** of form **A1** or **Part 7** of form **A1R** about any information you cannot provide and why. We may be able to help if

- you do not have the information to fill in the claim form because the information does not exist
- you cannot get the information you need to fill in the claim form without putting yourself at serious risk of physical or mental harm and there is no other way of getting the information

About your claim continued

- you need information from someone else to fill in the form but they are unable or unwilling to provide the information within a reasonable time.

Get in touch with Jobcentre Plus if

- you cannot fill in the claim form because of a physical, learning, mental or communication difficulty, **and**
- there is no one who can help you fill in the claim form.

If you need help to fill in the claim form

If you need help to fill in the claim form, ask a friend to help, ask an advice centre or get in touch with your Jobcentre Plus office.

How we collect and use information

The information we collect about you and how we use it depends mainly on the reason for your business with us. But we may use it for any of the Department's purposes, which include

- social security benefits and allowances
- child support
- employment and training
- private pensions policy, and
- retirement planning.

We may get information from others to check the information you give to us and to improve our services. We may give information to other organisations as the law allows, for example to protect against crime.

To find out more about how we use information, visit our website www.dwp.gov.uk/privacy.asp or contact any of our offices.

About your claim continued

Our service standards

At Jobcentre Plus we aim to provide a high standard of customer service at all times.

Details of the standard of service you can expect from us can be found on our website at **www.jobcentreplus.gov.uk**

You can access our website from many libraries.

For more information please contact Jobcentre Plus.

More about Income Support

How Income Support is worked out

Income Support is the difference between

- the amount the law says you need to live on, and
- the money you already have coming in.

The amount the law says you need to live on is made up of

Allowances – for day-to-day living expenses.

Premiums – for expenses that are likely to be higher than normal.

Housing costs – but only for mortgage interest and certain other housing costs that Housing Benefit does not cover.

Allowances and Premiums

Allowances

are the main part of Income Support. They are intended to cover normal day-to-day living expenses.

Premiums

are extra amounts of Income Support for groups of people who have special needs. They are paid as well as all the Allowances.

More about Income Support continued

If you qualify for more than one Premium, you will normally only get the Premium that gives you the most money.

You can find out more about Allowances and Premiums on **pages 11 to 15**.

Money coming in

By *money coming in* we mean things like

- earnings after tax, National Insurance (NI) contributions and half of any money paid to a pension scheme have been taken off
- Child Benefit
- Child Benefit – Lone Parent Rate
- Guardian’s Allowance
- social security benefits
- Working Tax Credit and Child Tax Credit
- savings over £6,000
- savings over £10,000 if you live in a care home permanently
- other money, for example, money from boarders and lodgers
- maintenance payments. Paid voluntarily, because of a written agreement, because of a court order, or a child maintenance assessment.

Money that is not counted

Not all of the money you have coming in is counted, for example, we do not count

- the first £5 of your earnings, if you do not have a partner
- the first £10 of any earnings or joint earnings, if you have a partner
- the first £20 of your earnings
 - if you are a lone parent.

We use lone parent to mean a person who does not live with a partner and has at least one child under 19, as long as Child Benefit is still in payment for that child, or

- if you get the Disability Premium

More about Income Support continued

- the first £20 of child maintenance, if you have child support maintenance calculated under the new child support rules
- savings of £6,000 or less. But if you have savings between £6,000.01 and £16,000, a deduction of £1 a week is made from your benefit for every £250, or part of £250, above £6,000
- if you live in a care home on a permanent basis, savings of £10,000 or less. But if you have savings between £10,000.01 and £16,000, a deduction of £1 a week is made from your benefit for every £250, or part of £250, above £10,000
- a Far Eastern Prisoner of War Compensation payment.

Some other money may not be counted. Your local office will be able to give you more information about this.

Council Tax Benefit

Most householders aged 18 or over have to pay council tax to their local council. You may be able to get some help with paying your council tax. You can find out more about this in the **Notes about Housing Benefit and Council Tax Benefit** that came with this claim pack.

Housing Benefit

You may be able to get some help with paying for the place where you live. This help is called Housing Benefit. You can find out more about this in the **Notes about Housing Benefit and Council Tax Benefit** that came with this claim pack.

More about Income Support continued

Child Tax Credit

Child Tax Credit is a payment to support families with children. You may be able to get it if you are responsible for one or more child or young person.

If you make a new claim for Income Support it does not include money for children. You will need to claim Child Tax Credit from HM Revenue & Customs. To find out more about Child Tax Credit visit www.hmrc.gov.uk or call HM Revenue & Customs Helpline on **0845 300 3900**. If you need help or a form in Welsh, phone **0845 302 1489**.

Allowances

For single people

16 or 17 years old	£50.95
16 or 17 years old, if you have to live away from home in certain circumstances, or you are disabled	£50.95
18 to 24 years old	£50.95
18 years and over and bringing up a child on your own	£64.30
25 years and over	£64.30

For couples

There are a number of rates for couples that depend on age and individual circumstances.

For example

Both under 18 and have responsibility for a child	£76.90
Both are 18 or over	£100.95

Premiums

If your partner has reached the qualifying age for Pension Credit

Pensioner Premium

If your partner has reached the qualifying age when they can claim Pension Credit to 74 years old

couples **£97.50**

Enhanced Pensioner Premium

If your partner is 75 to 79 years old

couples **£97.50**

Higher Pensioner Premium

If your partner

- is 80 or over, or
- Has reached the qualifying age for Pension Credit and is registered blind, or
- has been given an invalid carriage, or
- is getting
 - Incapacity Benefit (long-term rate)
 - Attendance Allowance
 - Mobility Allowance
 - Severe Disablement Allowance
 - Disability Living Allowance

couples **£97.50**

For long-term sick or disabled people

Disability Premium

If you are unable to work due to sickness for a total of at least 364 days, or 196 days if you are terminally ill, you will qualify for the Disability Premium. You may also qualify for the Disability Premium if you **and** your partner are under the qualifying age for Pension Credit, **and** you **or** your partner

Premiums continued

- are registered blind or severely sight impaired, or
- were registered blind or severely sight impaired until recently, or
- have been given an invalid carriage, or
- get certain benefits because you are disabled or cannot work.

For example

- Incapacity Benefit (long-term rate)
 - Severe Disablement Allowance
 - Mobility Allowance
 - Disability Living Allowance
 - Disability Working Allowance, or
- are entitled to Working Tax Credit (Disability Element)

single people get **£27.50**

couples get **£39.15**

Severe Disability Premium – single people

You may get Severe Disability Premium as well as any other Premiums you qualify for.

You may qualify for the Severe Disability Premium if

- you live alone (certain people can be ignored when deciding if you live alone), and
- you get Disability Living Allowance care component at the middle or highest rate, and
- no one gets Carer's Allowance for looking after you

you may get **£52.85**

Enhanced Disability Premium – single people

You may get Enhanced Disability Premium as well as any other Premiums you qualify for.

You may qualify for the Enhanced Disability

Premiums continued

Premium if

- you are aged under the qualifying age for Pension Credit, and
- you get Disability Living Allowance care component at the highest rate

you may get

£13.40

Severe Disability Premium – couples

You may get Severe Disability Premium as well as any other Premiums you qualify for.

There are 3 ways for couples to qualify for Severe Disability Premium

- 1 If your partner gets Attendance Allowance and you get Disability Living Allowance care component at the middle or highest rate, or both you and your partner get Disability Living Allowance care component at the middle or highest rate, and
 - no one lives with you, and
 - no one gets Carer's Allowance for looking after either of you

you may get

£105.70

- 2 If your partner gets Attendance Allowance and you get Disability Living Allowance care component at the middle or highest rate, or both you and your partner get Disability Living Allowance care component at the middle or highest rate, and
 - no one lives with you, and
 - someone gets Carer's Allowance for looking after one of you

you may get

£52.85

- 3 If either you or your partner get Disability Living Allowance care component at the middle or highest rate or your partner gets Attendance Allowance, and
 - the other partner is registered blind, and

Premiums continued

- no one lives with you, and
- no one gets Carer's Allowance for looking after the partner with the Attendance Allowance or Disability Living Allowance, and
- the person who gets Disability Living Allowance makes the claim

you may get

£52.85

Enhanced Disability Premium – couples

You may get Enhanced Disability Premium as well as any other Premiums you qualify for.

You may qualify for the Enhanced Disability Premium if

- you and your partner are aged under the qualifying age for Pension Credit, and
- you or your partner get Disability Living Allowance care component at the highest rate

you may get

£19.30

For carers of disabled people

Carer Premium

You may get a Carer Premium for each member of your family who meets the qualifying conditions. You may get Carer Premium as well as any other Premiums you qualify for.

You may qualify for Carer Premium if you or your partner

- get Carer's Allowance, or
- have claimed Carer's Allowance but do not get it because you get more from another benefit

you may get

£29.50

More information

Help and advice

If you want more information about Income Support or social security benefits generally

- get in touch with Jobcentre Plus
- get in touch with an advice centre.

You can find the phone number and address for Jobcentre Plus on the advert in the business numbers section of the phone book. Look under **Jobcentre Plus**.

This booklet gives general information only and is not a complete and authoritative statement of the law.

The amounts in this booklet are the ones that have been used since April 2009. The amounts usually change each April.

How to claim

Just fill in this claim form. You must answer all the questions on the claim form that apply to you and your partner, if you have one.

Although this claim form is rather long, it is important that you answer the questions that apply to you.

It is also important that you provide evidence in support of your claim. The evidence you provide **must** be an original document not a photocopy. The claim form tells you which documents you must provide.

Take your time. You have a calendar month, up to the second date on the front of this form, to fill the form in properly without affecting your benefit.

If you can get benefit because of this claim we can consider paying it from the date you asked for this form if you

- answer all the questions on the form that apply to you and your partner, if you have one, and
- provide all the documents we ask for within a month of the date you asked for the form.

If you do not do this, you may only get benefit from the date you provide all the information we need.

Our service standards

At Jobcentre Plus we aim to provide a high standard of customer service at all times. Details of the standard of service you can expect from us can be found on our website at www.jobcentreplus.gov.uk

You can access our website from many libraries. For more information please contact Jobcentre Plus.

If you have difficulty with the form or documents

If you find it difficult to fill in the form or to provide any of the documents we ask for, do your best. Tell us as much as you can and provide all the documents you have.

You must tell us in **Part 16** about any information you cannot provide and why. We may be able to help if

- you do not have the information to fill in the claim form because the information does not exist
- you cannot get the information you need to fill in the claim form without putting yourself at serious risk of physical or mental harm and there is no other way of getting the information
- you need information from someone else to fill in the form but they are unable or unwilling to provide the information within a reasonable time.

Get in touch with Jobcentre Plus if

- you cannot fill in the claim form because of a physical, learning, mental or communication difficulty and
- there is no one who can fill in the claim form for you.

If you are a lone parent

Additional help is available to lone parents who volunteer to join the New Deal Lone Parent Programme. If you agree to take part you will have your own personal adviser who will help and advise you on things like incentives, benefits and available childcare. Lone parents can join the programme at any time.

If you are claiming for a partner

At a future date your partner may be required to take part in a work focused interview with a personal adviser.

If they are required to take part in a work focused interview, your partner will be contacted once you have been claiming benefit for 26 weeks or more.

The work focused interview with a personal adviser.

A personal adviser will discuss a range of topics with your partner which may include

- your partner's current or future job prospects,
- training to help bring your partner's work skills up to date,
- help and advice if your partner is considering moving into work, increasing the number of hours that they already work or changing jobs.

Any of the options your partner discusses with their personal adviser, at the work focused interview, are voluntary.

Your benefit may be reduced if, without good cause, your partner does not take part in their work focused interview.

If your partner takes part in a work focused interview at a later date, your benefit will be fully reinstated from that date.

If you need help

- If you need help to fill in this form you can
- ask a friend or an advice centre to help, or
 - get in touch with Jobcentre Plus.

Part 1 About you and your partner

Do you have a partner?

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.

Does your partner agree to you making this claim?

No You must answer all the questions that apply to you.

Yes You must answer all the questions that apply to you **and** your partner.

No We will get in touch with you about this. But still tell us as much as you can about your partner.

Yes Your partner may be required to take part in a work focused interview if you are still claiming for them in 26 weeks.

National Insurance (NI) number

You					Your partner				
Letters	Numbers		Letter		Letters	Numbers		Letter	
<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"/>

Get this from your NI number card, payslips, tax papers or letters about your benefit.

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

No

Yes

No

Yes

Surname or family name

Mr / Mrs / Miss / Ms

Mr / Mrs / Miss / Ms

All other names in full

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

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

Date of birth

/ /

/ /

Your permanent address

Please tell us your address. And tell us your partner's address, if different.

Postcode

Postcode

Your contact address

if it is different from above.

Postcode

Postcode

Daytime phone number if you have one

Code Number

Code Number

What is this number?

Home Work Mobile Textphone Fax

Home Work Mobile Textphone Fax

Part 2 Reasons for your claim

Have you or your partner ever claimed Income Support, Jobseeker's Allowance, Employment and Support Allowance or, applied for Pension Credit or a Social Fund Payment?
If the claim was turned down, still tick **Yes**

Office that dealt with the claim

Date of last payment, if any

If your or your partner's name or address was different then, please tell us what it was.

Full name

Address

Date you moved to your present address

You

No

Yes Please tell us about this below.

 / /

 Postcode

 / /

Your partner

No

Yes Please tell us about this below.

 / /

 Postcode

 / /

If you or your partner are still claiming income-based Jobseeker's Allowance we may not be able to pay you.

Have you just been widowed or become a surviving civil partner?

No

Yes

What date were you widowed or did you become a surviving civil partner?

 / /

Have you just separated from a person who used to be your partner?

No

Yes

What date did you separate?

 / /

What is the name of the person you have separated from?

What is their date of birth?

 / /

Their National Insurance (NI) number

Part 2 **Reasons for your claim** continued

What is their address?

Their home address

Their work address

Postcode

Postcode

Are they getting Income Support, Jobseeker's Allowance, Employment and Support Allowance or Pension Credit?

No

Yes Which Jobcentre Plus office do they get it from?

How much money has the person you are separated from left you?

£

Will your partner continue to pay anything towards the rent or mortgage, or any household bills?

No

Yes Please tell us about this below.

Payment 1	Payment 2	Payment 3	Payment 4
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>	£ <input style="width: 80%;" type="text"/>
/ /	/ /	/ /	/ /
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

What is this payment for?

How much do you expect to get?

When will you get this payment?

How often will this be paid?

If you need to tell us about more payments, please use the space under **Part 16 Other information**.

Is this separation temporary?

No

Yes Please tell us about this below. For example, the reason for the separation and how long you expect it to last.

Has this person gone abroad?

No

Yes Have they gone abroad permanently?

No

Yes

Part 2 **Reasons for your claim** continued

	You	Your partner
Have you or your partner spent any other time in hospital in the last 52 weeks?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about this below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about this below.
Other dates you or your partner were in hospital	From / / to / / From / / to / /	From / / to / / From / / to / /

If you or your partner have spent any other time in hospital, please tell us about this in **Part 16**.

Are you or your partner doing a Jobcentre Plus or New Deal training course?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Have you or your partner just finished a Jobcentre Plus or New Deal training course?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner looking after someone who is sick or elderly?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

If you have answered **No** to all the other questions in **Part 2**, please use this space to tell us why you are claiming Income Support.

Part 3 About current work

We need to know about any work that you or your partner are doing now.

- This includes
- work for an employer or self-employed work
 - full-time or part-time work
 - permanent or casual work
 - paid or unpaid work
 - paid or unpaid parental or paternity leave.

Have you or your partner done any work in the last 6 months?

- No** Please tell us, in the box below, how you and your partner supported yourselves when you were not working. Then go to **Part 5**.
- Yes** Please go to next question.

Are you or your partner on parental or paternity leave from your employment?

You	Your partner								
No <input type="checkbox"/>	No <input type="checkbox"/>								
Yes <input type="checkbox"/> What type of leave is it? <table style="display: inline-table; vertical-align: middle; margin-left: 10px;"> <tr> <td style="padding: 0 5px;">Parental leave</td> <td style="padding: 0 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 0 5px;">Paternity leave</td> <td style="padding: 0 5px;"><input type="checkbox"/></td> </tr> </table>	Parental leave	<input type="checkbox"/>	Paternity leave	<input type="checkbox"/>	Yes <input type="checkbox"/> What type of leave is it? <table style="display: inline-table; vertical-align: middle; margin-left: 10px;"> <tr> <td style="padding: 0 5px;">Parental leave</td> <td style="padding: 0 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 0 5px;">Paternity leave</td> <td style="padding: 0 5px;"><input type="checkbox"/></td> </tr> </table>	Parental leave	<input type="checkbox"/>	Paternity leave	<input type="checkbox"/>
Parental leave	<input type="checkbox"/>								
Paternity leave	<input type="checkbox"/>								
Parental leave	<input type="checkbox"/>								
Paternity leave	<input type="checkbox"/>								

Are you or your partner being paid for a period of parental or paternity leave?

No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> Please send us proof of the pay.	Yes <input type="checkbox"/> Please send us proof of the pay.

Are you or your partner involved in a trade dispute?

We use *trade dispute* to mean a strike, a walkout, a lockout or another dispute about work.

No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> We will send you form B71D to fill in.	Yes <input type="checkbox"/> We will send you form B71D to fill in.

Part 3 About current work continued

Are you or your partner self-employed or a company director?

No

Yes We will send you form **B16** to fill in.

Your partner

No

Yes We will send you form **B16** to fill in.

Are you or your partner a sub-contractor?

No

Yes

No

Yes

Date sub-contract work stopped

/ /

/ /

Are you or your partner working for an employer at the moment?

If you or your partner are temporarily absent from work, still tick **Yes**. This might be because of sickness or jury service.

No

Go to **Part 4**.

Yes

Please tell us about this below.

No

Go to **Part 4**.

Yes

Please tell us about this below.

Number of hours a week usually worked

hours

hours

Name of employer

Address of employer

Postcode

Postcode

Employer's phone number

Code Number

Code Number

Clock or payroll number.

If you do not know it, tell us what the job or department is.

Part 3 About current work continued

You

Your partner

Do you or your partner get paid for this work?

No

Yes

You must send us your last
2 payslips, if you are paid monthly
5 payslips, if you are paid weekly.

No

Yes

You must send us their last
2 payslips, if they are paid monthly
5 payslips, if they are paid weekly.

You may lose benefit if you do not provide original documents by the date on the front of this form. If you cannot provide these documents, please tell us why in *Part 16*.

If **No**, please tell us what type of work it is and why it is unpaid.

May we get in touch with your employer or your partner's employer?

We will not usually need to if you give us all the information we ask for and send in payslips.

No

Yes

No

Yes

Part 4 About previous work

We need to know about any work that you or your partner have done in the last few months.

This includes

- work for an employer or self-employed work
- full-time or part-time work
- permanent or casual work
- paid or unpaid work.

	You	Your partner
Have you or your partner stopped being self-employed in the last 9 months?	No <input type="checkbox"/> Yes <input type="checkbox"/> We will send you form B16 to fill in.	No <input type="checkbox"/> Yes <input type="checkbox"/> We will send you form B16 to fill in.
Date self-employment stopped	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
Have you or your partner stopped work for an employer in the last 6 months?	No <input type="checkbox"/> Go to Part 5 . Yes <input type="checkbox"/> Please tell us about this below.	No <input type="checkbox"/> Go to Part 5 . Yes <input type="checkbox"/> Please tell us about this below.
Date you or your partner started work	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
Date you or your partner last worked	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
Name of employer	<input type="text"/>	<input type="text"/>
Address of employer	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
Employer's phone number	<input type="text" value="Code Number"/>	<input type="text" value="Code Number"/>
Clock or payroll number. If you do not know it, tell us what the job or department was.	<input type="text"/>	<input type="text"/>
May we get in touch with your employer or your partner's employer? We will not usually need to if you give us all the information we ask for.	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

Part 4 About previous work continued

Do you expect to get any payments from an employer because a job ended?

We mean payments to do with work but not for work done. This could be

- any payment by way of retainer
- a pension refund.

You

No

Yes Please tell us about this below.

Your partner

No

Yes Please tell us about this below.

Part 5 Children or qualifying young persons living permanently in your household

Do you have any children or qualifying young persons living permanently in your household who are dependent on you?

Do not include details for

- foster children
- children or qualifying young persons who are boarded out with you while they wait to be adopted.

We will ask you about this in **Part 14**.

No Go to **Part 6**.

Yes Please tell us about these children or qualifying young persons below. We use *child* to mean a person aged under 16 who you are getting Child Benefit for. We use *qualifying young person* to mean a person aged 16, 17, 18 or 19 who you are getting Child Benefit for.

Children or qualifying young persons living permanently in your household who are dependent on you

Surname	Other names	Date of birth	Male or Female		Relationship to you	Relationship to your partner	Are you or your partner getting or have you claimed Child Benefit for this child or qualifying young person?		Does the child or qualifying young person have a parent or parents who live somewhere else?	
			M	F			No	Yes	No	Yes
		/ /	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		/ /	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

- Tell us in **Part 16**
- if you have more than 8 children or qualifying young persons
 - if you have any children or qualifying young persons who normally live with you but are in boarding school or local authority care.

If you have told us about a child or qualifying young person who has a parent who lives somewhere else, please ask us for the leaflet about child maintenance if you are claiming benefits. You can get it from Jobcentre Plus.

Part 6 Other people who live with you

We need to know about any other people who live in the same household as you.

We need this information to make sure we work out your housing costs correctly.

Please tell us about

- children or qualifying young persons you have not already told us about in **Part 5**
- relatives, if they live in your household
- boarders and lodgers
- friends
- anyone else who lives in the same household.

Do not tell us about

- members of your immediate family, if you live with them in their household
- people who just share a hall or bathroom or toilet with you, or who live in a separate flat or bedsit in the same house
- other residents, if you live in a care home
- foster children, or children or qualifying young persons boarded out with you while they wait to be adopted.

Does anyone live in the same household as you who you have not already told us about on this form?

No Please go to **Part 7**.

Yes Please tell us about these people.

Full name

Person 1	
<input type="text"/>	

Sex

Male Female

Date of birth

 / /

Relationship to you

Do they work for 16 hours or more a week?

No

Yes

Person 2

Male Female

 / /

No

Yes

Full name

Person 3	
<input type="text"/>	

Sex

Male Female

Date of birth

 / /

Relationship to you

Do they work for 16 hours or more a week?

No

Yes

Person 4

Male Female

 / /

No

Yes

If you need to tell us about more than 4 people, please tell us about them in **Part 16** of this form.

Part 6 Other people who live with you continued**We need to know if any of the people living with you have any money coming in.**

You do not have to answer these questions but if they do not have much money coming in, you may get more Income Support.

Please tell us about

- earnings
- social security benefits
- any other money they have coming in.

If they have earnings, please tell us the amount before tax, National Insurance and any other money has been taken off.

Do not tell us about any money from

- the Macfarlane Trust,
- the Fund,
- the Eileen Trust,
- the Independent Living Fund, or
- the Skipton Fund.

	Person 1	Person 2
Do they have any money coming in?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
What is it?	<input type="text"/>	<input type="text"/>
How much is it each week?	£ <input type="text"/>	£ <input type="text"/>
	Person 3	Person 4
Do they have any money coming in?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
What is it?	<input type="text"/>	<input type="text"/>
How much is it each week?	£ <input type="text"/>	£ <input type="text"/>

If you need to tell us about more than 4 people, please tell us about them in **Part 16** of this form.

Are any of the people you have told us about married to each other, in a civil partnership with each other, or living together as if they are married or civil partners?

We call these people partners.

No
Yes Please tell us about them.

<input type="text"/>	is the partner of
<input type="text"/>	is the partner of

Part 7 About bank or building society accounts, savings and property

We need to know about any money, savings and property in this country or abroad that you or your partner have.

Do you or your partner have any of the following?

You must answer for every item in the list. Tell us about accounts even if they are not in credit.

	No	Yes	Amount		
Bank accounts – including current accounts	<input type="checkbox"/>	<input type="checkbox"/>	£		
Building society accounts – including current accounts	<input type="checkbox"/>	<input type="checkbox"/>	£		
Post Office® accounts	<input type="checkbox"/>	<input type="checkbox"/>	£		
National Savings Bank account	<input type="checkbox"/>	<input type="checkbox"/>	£		
Premium bonds	<input type="checkbox"/>	<input type="checkbox"/>	£		
Unit trusts, ISAs, PEPS or other investments	<input type="checkbox"/>	<input type="checkbox"/>	£		
Money from a redundancy payment	<input type="checkbox"/>	<input type="checkbox"/>	£		
Money from the sale of your house	<input type="checkbox"/>	<input type="checkbox"/>	£		
Money you have saved for something	<input type="checkbox"/>	<input type="checkbox"/>	£		
Money or property held in trust	<input type="checkbox"/>	<input type="checkbox"/>	£		
Income Bonds or Capital Bonds	<input type="checkbox"/>	<input type="checkbox"/>	£		
Any other money you have	<input type="checkbox"/>	<input type="checkbox"/>	£		
Shares	<input type="checkbox"/>	<input type="checkbox"/>	£	Name of company the shares are held in	Number of shares
			£		
			£		

If you or your partner have more than 3 types of shares, tell us about them in **Part 16**.

How much are your savings worth in total?

If you do not have any savings, please write **None**.

£

You must send us proof of all these savings if they are worth £5,500 or more in total. For example, your most recent bank statement or a savings account book. Bank statements must show dates relevant to the time you complete this claim form and savings account books must be up to date.

Part 7 About bank or building society accounts, savings and property continued

Do you or your partner, have any money or property in this country or abroad, which belongs to someone else but is in your names?

For example, bank accounts or investments.

No

Yes We will write to you if we need more information.

If you or your partner currently have savings worth less than £5,500, did either of you have savings of more than this amount during the last 6 months?

No

Yes Please give details

You may lose benefit if you do not provide original documents by the date on the front of this form. If you cannot provide these documents, please tell us why in *Part 16*.

Do you or your partner have any National Savings Certificates?

No

Yes Please tell us about them.

Certificate issue number

How many units are held?

 units

 units

 units

You must send us the certificates as proof.

You may lose benefit if you do not provide original documents by the date on the front of this form. If you cannot provide these documents, please tell us why in *Part 16*.

If you or your partner have more than 3 issues, tell us about them in *Part 16* of this form.

Apart from your home, do you, your partner, or anyone else you are claiming Income Support for, own or jointly own any other property or land in this country or abroad?

If the property or land is on a mortgage or loan, still tick **Yes**.

No

Yes Address of property or land
We will contact you if we need more information.

Postcode

Do you, your partner, or anyone else you are claiming for, have a share in any other property or land in this country or abroad?

No

Yes Address of property or land

Postcode

Part 7 About bank or building society accounts, savings and property continued

Have you or your partner sold any property other than where you have lived during the last 6 months?

No Yes Please give details

Have you or your partner received a Far Eastern Prisoner of War Compensation payment?

No Yes We will write to you if we need more information.

Have you or your partner received a lump sum payment in the last 52 weeks because of a personal injury?

We do not need to know about any lump sum payments held in a Personal Injury Trust.

YouNo Yes On what date did you get it?
 / /

How much?

 £
Your partnerNo Yes On what date did your partner get it?
 / /

How much?

 £

You must send us details of any personal injury payments you've received in the last 52 weeks.

You may lose benefit if you do not provide original documents by the date on the front of this form. If you cannot provide these documents, please tell us why in *Part 16*.

Part 8 About pensions

	You	Your partner
<p>Are you or your partner paying into a personal pension plan, an occupational pension, a work or employee's pension scheme?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> We will write to you if we need more information.</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> We will write to you if we need more information.</p>
<p>Have you or your partner ever paid into a personal pension plan, an occupational pension, a work or employee's pension scheme?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> We will write to you if we need more information.</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> We will write to you if we need more information.</p>
<p>Are you or your partner</p> <ul style="list-style-type: none"> ● getting a pension, ● getting a pension from a late partner, or ● expecting to get a pension in the next 3 years? <p>This could be an occupational pension, a work or employee's pension, a personal pension or a compensation payment from the Pension Protection Fund.</p> <p>Do not tell us about state pensions here.</p> <p>Tick Yes if you get</p> <ul style="list-style-type: none"> ● regular pension payments ● an annual compensation payment from a previous job including a payment from the Armed Forces Compensation Scheme, or ● lump sum payments from an occupational or personal pension. These could be paid yearly. 	<p>No <input type="checkbox"/> Go to Part 9.</p> <p>Yes <input type="checkbox"/> Please tell us about this on pages 19 and 20.</p>	<p>No <input type="checkbox"/> Go to Part 9.</p> <p>Yes <input type="checkbox"/> Please tell us about this on pages 19 and 20.</p>

What type of pension are you or your partner getting or expecting to get?

Whose pension is it?

Who pays or will pay the pension?

Their address

Their phone number

Pension or policy reference number

How much is the pension?

Date of first payment

Will the pension be increased?

How much will the pension increase by?

Did you choose to take regular income from a pension scheme instead of buying an annuity?

May we get in touch with the person or company that pays the pension? We will not normally have to if you can give us all the information we ask for.

Pension 1	
Personal pension <input type="checkbox"/>	Public service pension <input type="checkbox"/>
Pension <input type="checkbox"/>	Occupational, work <input type="checkbox"/>
Protection Fund <input type="checkbox"/>	or employee's pension <input type="checkbox"/>
payment	

Pension 2	
Personal pension <input type="checkbox"/>	Public service pension <input type="checkbox"/>
Pension <input type="checkbox"/>	Occupational, work <input type="checkbox"/>
Protection Fund <input type="checkbox"/>	or employee's pension <input type="checkbox"/>
payment	

Yours Your partner's

Postcode

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

£ every

/ /

No

Yes Date of increase / /

£

No

Yes Was this the maximum income you could take?

Yours Your partner's

Postcode

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

£ every

/ /

No

Yes Date of increase / /

£

No

Yes Was this the maximum income you could take?

You must send us proof of the pension. For example, the latest statement from the company that pays it **or** your latest bank statement **and** a recent form P60.

You may lose benefit if you do not provide original documents by the date on the front of this form. If you cannot provide these documents, please tell us why in *Part 16*.

No

Yes

No

Yes

