

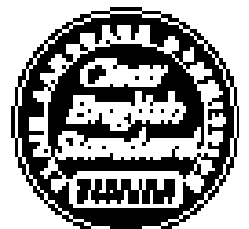
Notes

for the Carer's Allowance claim pack

You may be able to get
Carer's Allowance if you look
after someone who gets:

- Disability Living Allowance, or
 - Attendance Allowance, or
 - Constant Attendance Allowance.
-

You can claim Carer's Allowance or
report a change of circumstances
online at www.direct.gov.uk/carers



Contents

Title	Page
Can you get Carer's Allowance?	3
What is Carer's Allowance?	4
Who cannot get Carer's Allowance?	5
When to claim Carer's Allowance	6
How to claim Carer's Allowance	7
How to contact the Carer's Allowance Unit	7
What happens after we get your claim?	8
What else can you claim?	9
Child Tax Credit	9
Will Carer's Allowance affect other benefits you get?	10
Carer's Allowance and other benefits	11
Extra Carer's Allowance for a dependent adult	12
More information about Carer's Allowance	13
If you cannot get Carer's Allowance	14
Where to get help and advice	15

Can you get Carer's Allowance?

Use this quick checklist before you fill in the form.

If you can tick all four statements, you may be able to get Carer's Allowance.

I normally live in Great Britain

By *Great Britain* we mean England, Scotland and Wales. You should also tick this box if you are part of a family living overseas with HM forces.

I am aged 16 or over

I am looking after a disabled person for at least 35 hours a week

The person I am looking after is getting one of these benefits:

- the care component of Disability Living Allowance at the middle or highest rate. The mobility component is not a qualifying benefit for Carer's Allowance
- Attendance Allowance
- Constant Attendance Allowance at or above
 - the normal maximum rate, as an addition to Industrial Injuries Disablement Benefit, or
 - the basic, full-day rate as an addition to a War Disablement Pension.

If you have ticked all four of the statements above, claim Carer's Allowance straight away.

If you live outside Great Britain, but in the European Economic Area (EEA) or Switzerland

If you have ticked the last three statements above, please go to www.direct.gov.uk/carers for the latest information on whether you can get Carer's Allowance.

Some of the information in these notes may not apply to you.

If we need more details, we will contact you.

What is Carer's Allowance?

Carer's Allowance is a benefit to help people who look after someone who gets:

- Disability Living Allowance at the **middle** or **highest rate** of the **care component**, or
- Attendance Allowance, or
- Constant Attendance Allowance at or above
 - **the normal maximum rate with Industrial Injuries Disablement Benefit**, or
 - **the basic full-day rate with a War Disablement Pension**.

If the person you look after is getting one of these benefits, they will have a letter telling them what rate they are getting.

Carer's Allowance is paid to the person who does the caring – not the person being cared for.

You may have to pay tax on your Carer's Allowance.

The current weekly rate of Carer's Allowance is £53.10.

Carer's Allowance does not depend on:

- the level of your savings, or
- if you have paid any National Insurance (NI) contributions.

The person you are looking after may be getting extra money with their benefit if they are severely disabled and getting any of the following benefits:

- Income-based Jobseeker's Allowance
- Income Support
- Employment and Support Allowance
- Pension Credit
- Housing Benefit
- Council Tax Benefit.

This extra money is called *severe disability premium* or the *addition for severe disability*.

If you are paid Carer's Allowance for looking after them, this extra money will stop. The person you are looking after cannot get severe disability premium if you are getting Carer's Allowance. See **page 7** of these notes to find out where to get advice about this.

If you have only underlying entitlement to Carer's Allowance and are not actually paid it, the person you care for will still get any extra money they are entitled to.

Underlying entitlement means you are entitled to Carer's Allowance but it is not paid because you get another benefit or entitlement that is as much as or more than Carer's Allowance.

Who cannot get Carer's Allowance?

You cannot get Carer's Allowance if:

- you earn more than £95 a week after we have taken some expenses into account. There is more information about this below
- you are on a course of full-time education
- you are on holiday from a course of full-time education
- you are subject to immigration control. But there are some exceptions to this. To find out more please contact us on **0845 608 4321**.

Earnings

Money you get from private or occupational pensions is not counted as earnings.

To get Carer's Allowance you must earn £95 or less a week.

Working out your weekly earnings

When we work out your weekly earnings we only look at what you have earned after you have paid:

- National Insurance (NI) contributions
- income tax
- half of any money you pay towards personal and occupational pension schemes.

We also allow up to half the rest of your earnings for paying someone from outside your family to look after children, or the person you look after, when you are at work.

Expenses

We may be able to take into account some other expenses, such as expenses you have to pay to do your job.

If you earn more than £95 a week

If you earn more than £95 a week, after we have taken money off for expenses, we will not be able to pay your Carer's Allowance. How long your Carer's Allowance stops for depends on how often you are paid. For example, if you are paid monthly you will not be entitled to Carer's Allowance for the month after you are paid. If you are paid weekly, you will not be entitled to it for the week after you are paid.

Full-time education

By full-time education we mean 21 hours or more of supervised study each week at a school, college, university or similar educational establishment. This includes time spent on exercises, experiments, projects or examinations that form part of your course, whether or not a tutor is present.

Other help available

Whether you can get Carer's Allowance or not, you and the person you care for may be able to get other help. To find out more, see pages **11, 12, 15** and **16**.

When to claim Carer's Allowance

Claim now, if you look after someone who is getting:

- Disability Living Allowance at the **middle** or **highest rate** of the **care component**, or
- Attendance Allowance, or
- Constant Attendance Allowance at or above
 - **the normal maximum rate with Industrial Injuries Disablement Benefit**, or
 - **the basic full-day rate with a War Disablement Pension**.

You can claim Carer's Allowance as soon as the person you look after has been awarded one of the benefits listed above.

Claim later, if you look after someone who:

- has not yet claimed one of the benefits shown above, or
- has claimed but is waiting for a decision.

The person you look after must claim Disability Living Allowance, Attendance Allowance or Constant Attendance Allowance straight away.

If they already get one of these benefits, you must claim Carer's Allowance straight away. Do not delay. If you do not claim within three months of the decision to pay Disability Living Allowance, Attendance Allowance or Constant Attendance Allowance, you will lose benefit.

Getting Carer's Allowance may mean you can get:

- income-based Jobseeker's Allowance
- Income Support
- Pension Credit
- Housing Benefit
- Council Tax Benefit.

You can claim these benefits or entitlements at the same time as you claim Carer's Allowance. For more information see **page 10**.

How to claim Carer's Allowance

Just fill in the claim form. Although it may look rather long, please do not be put off. It will not take you as long as you think to fill in and you may not have to answer all the questions.

If your answer to a question is **No**, you must tick the **No** box. Please do not just leave it blank. This will help us deal with your claim more quickly.

If you have problems filling in the claim form, someone can do it for you. Ask a friend, an advice centre, Jobcentre Plus or the Benefit Enquiry Line. You can call the Benefit Enquiry Line on **0800 88 22 00**.

You must sign the declaration on the claim form after checking that what you have told us on the form is complete and correct.

You can now claim Carer's Allowance or tell us about changes of circumstances online using our easy step-by-step form. To find out more visit www.direct.gov.uk/carers

How to contact the Carer's Allowance Unit

Our phone number is **0845 608 4321**.

If you have speech or hearing difficulties, you can contact us using a textphone on **0845 604 5312** or by Text Relay on **18001 0845 604 5312**.

These lines are open from 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.30pm on Friday.

You can get more information about Carer's Allowance and related services from our website. The address is www.direct.gov.uk/carers

Or you can email us at cau.customer-services@dwp.gsi.gov.uk
You can use the internet at many local libraries.

If you want to write to us, our address is

Carer's Allowance Unit

Palatine House

Lancaster Road

Preston PR1 1HB.

Please let us know if:

- you want us to use braille, audio cassette, CD or large print, or
- English is not your first language and you would like to use our interpreter service.

What happens after we get your claim?

Wherever we can, we will phone you if we need more information. We will write and tell you if you can get Carer's Allowance. We normally pay Carer's Allowance on Mondays.

We will try to deal with your claim within three weeks. We do not normally tell you when we get your claim form. Please wait at least three weeks before asking about your claim.

While you are getting Carer's Allowance, you can have a work-focused interview with a personal adviser at Jobcentre Plus. You do not have to have an interview, but the adviser can talk to you about part-time employment or training. You can arrange an interview at any time if your caring responsibilities change.

Contact Jobcentre Plus if you would like to:

- talk about whether a work-focused interview may be right for you, or
- arrange an interview.

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

If you are claiming Income Support, Incapacity Benefit or Employment and Support Allowance, you will need to have a work-focused interview as part of your claim for those benefits. Jobcentre Plus will contact you about this.

If you want to contact us about our service

If you would like to make a comment about our service, or if you have a complaint about our service, contact us by phone, fax or email using the contact details on **page 7**.

We aim to reply to your complaint within seven working days of getting it. If we cannot reply to your complaint within this time, we will tell you why. We will also tell you when you will get a full reply.

What else can you claim?

Jobseeker's Allowance, Income Support, Employment and Support Allowance and Pension Credit

If you want to find out about or apply for Income Support, Jobseeker's Allowance or Employment and Support Allowance, contact Jobcentre Plus. You can also find out more about benefits and entitlements at your local Citizens Advice Bureau.

You can get leaflets about Income Support, Jobseeker's Allowance or Employment and Support Allowance from Jobcentre Plus. Or visit the Jobcentre Plus website at www.jobcentreplus.gov.uk

If you want to find out about or apply for Pension Credit, contact the Pension Service.

You can get a leaflet about Pension Credit from Jobcentre Plus or your Pension Centre. Or visit www.direct.gov.uk/pensions

Child Tax Credit

You may be able to claim Child Tax Credit. This is a payment to support families with children. You can claim it if you are responsible for children or young people.

To find out more about Child Tax Credit visit the HM Revenue & Customs website. The address is www.hmrc.gov.uk

You can claim online too.

You can also call the HM Revenue & Customs helpline on:

- **0845 300 3900** if you live in England, Scotland or Wales, or
- **0845 603 2000** if you live in Northern Ireland.

If you have speech or hearing difficulties you can contact HM Revenue & Customs using a textphone on:

- **0845 300 3909** if you live in England, Scotland or Wales, or
- **0845 607 6078** if you live in Northern Ireland.

All lines are open 8am to 8pm, seven days a week. Lines are closed Christmas Day, Boxing Day, New Year's Day and Easter Sunday.

Will Carer's Allowance affect other benefits you get?

Even if you or your partner get other benefits or entitlements, you should claim Carer's Allowance.

If you get Carer's Allowance or have underlying entitlement to Carer's Allowance, we add an extra amount when we work out:

- Pension Credit – called the extra amount for caring
- Jobseeker's Allowance – called Carer Premium
- Income Support – called Carer Premium, and
- income-related Employment and Support Allowance – called Carer Premium.

The current weekly rate of Carer Premium is **£29.50**.

Underlying entitlement means you are entitled to Carer's Allowance but it is not paid because you get another benefit or entitlement that is as much as or more than Carer's Allowance.

There is a list of benefits or entitlements on **page 11**.

We will tell the office that pays your Jobseeker's Allowance, Income Support, Employment and Support Allowance or Pension Credit that you are getting Carer's Allowance or that you have underlying entitlement.

If you are getting Housing Benefit or Council Tax Benefit on its own or with any of the benefits or entitlements in the list on **page 11**, you should tell your local council that you are getting Carer's Allowance. The council will then include an extra amount for the Carer Premium when they work out how much Housing Benefit or Council Tax Benefit you can get. You also need to tell your local council if you have an underlying entitlement to Carer's Allowance.

If someone is getting extra money for you with their benefit, this extra money will stop or reduce if you are paid Carer's Allowance.

If you put off claiming your State Pension

Putting off claiming your State Pension is also known as *State Pension deferral*. Days for which you are paid Carer's Allowance will not count towards extra State Pension or the lump sum payment you could get when you do claim your State Pension. See **page 12** for more information about how it may affect your partner.

If you have any questions about the effect of getting Carer's Allowance while deferring your State Pension, please contact the Pension Service or get their detailed guide about State Pension deferral. You can get a copy from www.direct.gov.uk/pensions

Carer's Allowance and other benefits

If you get any of the benefits shown below we may not be able to pay you Carer's Allowance:

- State Pension
- Incapacity Benefit
- Severe Disablement Allowance
- a training allowance
- Unemployability Supplement – paid with Industrial Injuries Disablement Benefit or War Pension
- Widow's Pension or Bereavement Allowance
- Widowed Mother's Allowance or Widowed Parent's Allowance
- War Widow's or Widower's Pension
- Maternity Allowance
- Industrial Death Benefit
- contribution-based Jobseeker's Allowance
- contribution-based Employment and Support Allowance.

If we do not pay you Carer's Allowance because you are getting one of these benefits, you may still be able to get extra money. The extra money may be added to your income-based Jobseeker's Allowance, Income Support, Employment and Support Allowance, Pension Credit, Housing Benefit or Council Tax Benefit. See **page 10** for details.

If the amount of benefit you get is less than the amount of Carer's Allowance you could get, we will pay you the difference.

If someone is getting any of the benefits shown above, and these include extra money for you, we will arrange for the extra money to stop or reduce. We will then pay the Carer's Allowance to you.

If you get any Widow's Benefit or Bereavement Benefits, claim Carer's Allowance anyway because we may be able to give you National Insurance (NI) contribution credits. There is more about NI contribution credits on **page 13** of these notes.

Extra Carer's Allowance for a dependent adult

You may be able to get extra money added to your Carer's Allowance for a dependent adult who lives with you and who is:

- your husband, wife or civil partner, or
- someone else who is looking after a child or children who you or your partner get Child Benefit for.

The extra money for a dependent adult is £31.70.

How to claim extra money for a dependent adult

To claim the extra money, fill in the claim form and the form called **Extra money for a dependent adult**.

If you claim extra money for a dependent adult, we have to confirm their NI account and check who they are. You need to give us certain information so that we can do this. If you do not give us this information, your application for Carer's Allowance may be delayed or refused.

If your partner has put off claiming their State Pension

Putting off claiming State Pension is also known as *State Pension deferral*.

If you get extra money with Carer's Allowance for your husband, wife or civil partner, and they have put off claiming their State Pension, any days for which you are paid the extra money for them will not count towards any extra State Pension or lump sum payment they may get when they do claim their State Pension.

If either of you has any questions about Carer's Allowance and State Pension deferral, please contact the Pension Service or get their detailed guide about State Pension deferral. You can get a copy from

www.direct.gov.uk/pensions

If someone else is getting an increase of their benefit for the dependent adult

If someone else already gets extra money added to their benefit for the person you claim for, they may lose some of their benefit.

If you do not claim all the extra money you can get with Carer's Allowance

If you or your partner get income-based Jobseeker's Allowance, Income Support, income-related Employment and Support Allowance or Pension Credit, the amount you get may change.

To find out where to get advice about this, see **page 15** of these notes.

More information about Carer's Allowance

Christmas Bonus

Just before Christmas each year you will get a tax-free Christmas Bonus with your Carer's Allowance. You will only get a Christmas Bonus with your Carer's Allowance if you do not get a Christmas Bonus with another benefit.

National Insurance (NI) contributions

Every week we pay you Carer's Allowance we will add an NI contribution credit to your NI record. We will also normally give you an NI contribution credit for any week when you are entitled to Carer's Allowance but we do not pay you because you are also getting Widow's Benefits or Bereavement Benefits at the same or higher weekly rate as your Carer's Allowance.

These NI contribution credits may help you to get the basic rate of other benefits or entitlements in the future. You will not get an NI contribution credit with your Carer's Allowance if you are already getting NI contribution credits with another benefit. For example, you may be getting NI contribution credits with your Incapacity Benefit or Employment and Support Allowance.

If you are a married woman paying reduced-rate NI contributions, we cannot give you NI contribution credits.

You will not get NI contributions in the tax year that:

- you reach 60 if you are a woman, or
- you reach 65 if you are a man.

State Second Pension

For each full tax year for which we pay you Carer's Allowance you will automatically build up extra pension called State Second Pension, sometimes called additional pension. If we do not pay your Carer's Allowance because you are getting other benefits or entitlements at the same or higher weekly rate, you will still build up State Second Pension. The extra pension will be paid with your basic State Pension when you reach state pension age.

If someone else is also looking after the same person

If someone else is also looking after the same person as you are, only one of you can get Carer's Allowance. You must decide between you who is going to claim it. See **page 15** for where to get help and advice.

If you look after more than one person

We will only pay you Carer's Allowance once each week even if you look after more than one person.

The time you spend looking after someone

If you stop looking after the person for a short time, you may still get Carer's Allowance.

For example, you may be able to get Carer's Allowance if you, or the person you look after, go into hospital or somewhere like that.

But you must tell us straight away about any week when you look after someone for less than 35 hours.

By *week* we mean from the start of a Sunday to the end of the next Saturday.

If you cannot get Carer's Allowance

You may be able to get help from the Home Responsibilities Protection Scheme if you cannot get Carer's Allowance, and you are looking after someone who gets:

- Disability Living Allowance, or
- Attendance Allowance, or
- Constant Attendance Allowance.

The Home Responsibilities Protection Scheme makes sure you do not get less State Pension in the future because you stay at home to look after someone.

Ask Jobcentre Plus for a leaflet about what other help is available for carers.

You may also be able to build up State Second Pension, sometimes called additional pension, if you can get Home Responsibilities Protection. The State Second Pension will be paid with your basic State Pension when you reach state pension age.

Where to get help and advice

- If you want general advice and information about benefits or entitlements, get in touch with Jobcentre Plus. The phone number and address are in the business numbers section of the phone book under **Jobcentre Plus**. You can find more information and claim forms online at www.jobcentreplus.gov.uk
- If you want information about Pension Credit, you can phone the Pension Service. The number is **0845 60 60 265**. Or visit www.direct.gov.uk/pensions
- If you want to know about benefits or entitlements for people with disabilities, phone the Benefit Enquiry Line. The number is freephone **0800 88 22 00**.
The person you speak to will not have your records so they can only give you general advice.
If you have speech or hearing difficulties you can contact the Benefit Enquiry Line using a textphone on freephone **0800 24 33 55**.
- You can get help at an advice centre like the Citizen's Advice Bureau.
- You can get in touch with
Carers UK
20 Great Dover Street
London
SE1 4LX
They can offer advice on a range of issues. Their helpline number is freephone **0808 808 7777**. The lines are open from 10am to 12 noon and from 2pm to 4pm on Wednesdays and Thursdays only. Or you can visit the Carers UK website at www.carersuk.org
Do not send your claim form to the Carers UK address. Send it to the address on **page 7**.
- For information about financial support, rights, employment, independent living and much more, visit www.direct.gov.uk

Where to get help and advice continued

If you want help filling in these forms

If you want help filling in these forms, phone **0800 88 22 00**. We will phone you back. The person who phones you back is specially trained to help you fill in these forms and will go through them with you on the phone. Or they can fill in the forms for you.

If they fill in the forms for you, they will send them to you. Then you can check the forms, sign them and send them back. They can send the completed forms in large print. They will send you an envelope. It will not need a stamp. Please send us the documents we ask you for with the forms.

Please keep these notes for your information.

The notes give you general information only and are not a complete statement of the law.

Carer's Allowance

Extra money for a dependent adult

- Use this form to claim extra money for a dependent adult.
- Please read the Notes that came with the claim pack before you fill in the form.
- The form must be filled in by you, the carer, not the person you are claiming the extra money for.

- Please write clearly in ink.
- Answer all the questions that apply to you and the dependent adult, and send us all the documents we ask for.
- Contact us if you cannot fill in this form or send us the documents we ask for. Any benefit you may be entitled to may be delayed.

You may be able to get money added on to your Carer's Allowance for a dependent adult who lives with you. This person may or may not be the person you look after, but must be:

- your husband, wife or civil partner, or
- someone else who looks after a child or children you or your partner get Child Benefit for.

By *partner* we mean

- a person you are married to or live with as if you are married, or
- a civil partner or a person you live with as if you are civil partners.

This money is sometimes called an *adult dependency increase*. It can only be added to one benefit at a time.

If someone is already getting money added to their benefit for this adult, we will not be able to pay the increase to you. Alternatively, if we add the increase to your Carer's Allowance we will have to reduce their benefit.

If you think someone is getting extra money for you, please contact the Carer's Allowance Unit on **0845 608 4321** before you claim this increase.

i For more information please read **page 12** of the **Notes**.

About you – the carer

Please answer the questions on this form in BLOCK CAPITALS.

Title, for example
Mr, Mrs, Miss, Ms

Surname or family name

All other names in full

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

You can get this from your NI number card, letters about benefits, payslips or form P60. If you do not tell us your NI number, this could delay any benefit you may be entitled to.

About your claim for extra money

A person can be treated as your dependant if their weekly earnings, after expenses, are less than the adult dependency increase. We also need to look at:

- your Child Benefit
- your partner's Child Benefit
- money you get from other benefits, and
- money your partner, or a dependent adult who lives with you, has coming in.

The extra money for a dependent adult is £31.70.

Do you want to claim extra money for a dependent adult? No Do not complete this form.
Yes

When do you want to claim it from?

	/		/	
--	---	--	---	--

You must give an exact date. This date cannot be earlier than your claim for Carer's Allowance.

Example of an exact date

16	/	08	/	2008
----	---	----	---	------

About the dependent adult

Who is the dependent adult you want to claim for?

Their surname or family name

--

Their other names in full

--

Their National Insurance (NI) number

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

You can get this from their NI number card, letters about benefits, payslips or form P60. If you do not tell us their NI number, this could delay any benefit you may be entitled to.

About the dependent adult's employment

By *employment* we mean:

- full-time or part-time work
- casual or temporary work
- job sharing
- being included in a tax return as a worker
- being a company director, or
- being in the Territorial Army or other auxiliary armed forces.

Has the dependent adult ever been employed?

No Please go to **page 8**.

Yes

Has the dependent adult been employed at any time in the six months before the date you want to claim from?

No

Yes

Is the dependent adult employed now?

No Tell us about their last job below.

If they are off work because they are sick, on maternity leave or on unpaid leave, still tick **Yes**.

Yes Please tell us about their main job below.

When did the job start?

/	/
---	---

When did the job finish, if it has?

/	/
---	---

Type of job

--

Clock or payroll number

--

Employer's name

--

Employer's address

Postcode

--	--	--	--	--	--	--	--	--	--

Employer's phone number including the dialling code

--	--

Employer's fax number if you know it

--	--

About the dependent adult's employment continued

Which department deals with their wages?

For example, personnel, wages, human resources.

Please give us a contact phone or fax number.

When did they get their last pay?

From

To

What period did this cover?

What was their gross pay?

By *gross pay* we mean the amount before anything is taken off.

What was included in this pay?

Include things like holiday pay, redundancy or a payment instead of notice (PILON).

Give us full details of everything paid to them and what period each payment was for.

How often are they or were they paid?

weekly

fortnightly

four-weekly

monthly

other Please say how often.

When do they or did they get paid?

For example, every Friday, the last day of the month, every fourth Friday, 15th of every month.

Do they or did they get paid the same amount each time?

No

Yes

About the dependent adult's employment continued

Do they or did they get holiday pay or sick pay? No
Yes

How many hours a week do they or did they normally work?

Do they or did they get paid any other money on top of their normal wage? No
Yes Please tell us what else they get or got.
For example, tips.

Does their employer owe them any money? No
Yes We will contact you about this.
For example, redundancy or a payment instead of notice (PILON).

Have they worked for any other employers in the six months before the date you want to claim from? No
Yes Please give us the name and address of their other employer. If they have more than one other employer, please give us their details at **page 12**.

Employer's name

Employer's address

Postcode

Employer's phone number including the dialling code

Employer's fax number if you know it

- Now send us:
- the last payslip they got before the date you want to claim from, and
 - any payslips they have had since then.

About expenses to do with the dependent adult's employment

Do they or did they pay towards an occupational pension scheme?

No

Yes

How much do they or did they pay, and how often?

£ every

Do they or did they pay towards a personal or stakeholder pension or a retirement annuity scheme?

No

Yes

How much do they or did they pay, and how often?

£ every

Please send us written proof of this amount.

Do they or did they pay for anything necessary to do their job?

No

Yes

Please tell us about this below.

For example, tools or protective clothing.

What are or were these things?

Why do they or did they need these things to do their job?

How much did these things cost them each week?

£ a week

About the dependent adult's self-employment

Self-employment could mean:

- working for themselves, or
- being a partner or sleeping partner in a business.

Have they been self-employed at any time since the week before the date you want to claim from? No
Yes

Have they paid Class 2 (self-employed) National Insurance contributions since the week before the date you want to claim from? No Please go to **page 9**.
Yes We will contact you about this.

Have they ceased trading? No
Yes If they ceased trading more than a week before the date you want to claim from, please go to **page 10**.

Are they self-employed now? No Tell us about their most recent self-employed job.
Yes Tell us about their current self-employed job.

When did they start this job?

When did the job finish, if it has?

Nature of their business

What is or was their trading year? From To

Please send us a copy of their profit-and-loss account for their most recent trading year.

We will write to you if we need more information about the money they get from their self-employed work.

Have they got an accountant? No
Yes Please tell us about them below.

Accountant's name

Accountant's address

Postcode

Accountant's phone number

About the dependent adult's self-employment continued

Do they or did they pay towards an occupational pension scheme?

No

Yes

How much do they or did they pay, and how often?

£ every

Please send us written proof of this amount.

Do they or did they pay towards a personal or stakeholder pension or a retirement annuity scheme?

No

Yes

How much do they or did they pay, and how often?

£ every

Please send us written proof of this amount.

While at work, do they or did they pay anyone to look after any children you or your partner get Child Benefit for?

No

Yes

Please go to **More about the dependent adult's income** on page 10.

Please go to the question below.

About childcare expenses to do with the dependent adult's employment or self-employment

While at work, do they or did they pay anyone to look after any children you or your partner get Child Benefit for?

No

Yes

Please go to page 10.

How much did they pay them each week?

£ a week

What relation, if any, is this person to the dependent adult?

Their name

Their address

Postcode								

Other information

Please tell us anything else you think we should know about your claim.

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.

This is my claim for an increase of Carer's Allowance for a dependent adult.

Signature

--

Date

	/		/	
--	---	--	---	--

I am sending my marriage or civil partnership certificate with this form.

Please note that we may check any or all of the information in this claim form.

What to do now

- Check that you have answered all the questions that apply to you and the dependent adult.
- Check that you are sending us all the documents we have asked for. These could be things like:
 - the dependent adult's payslips
 - your marriage or civil partnership certificate.

Contact us if you cannot fill in this form or send us the documents we ask for. Any benefit you may be entitled to may be delayed.

- Check that you have signed the form in the box above.
- Send everything to us in the envelope that came with this claim pack. The envelope does not need a stamp.

Our address is: Carer's Allowance Unit
Palatine House
Lancaster Road
Preston
PR1 1HB

