

# Claim pack for Incapacity Benefit under the Incapacity in Youth rules

## What is Incapacity Benefit under the Incapacity in Youth rules?

Incapacity Benefit is available for young people who

- have been incapacitated early in life, **and**
- are unable to work because of illness or disability, **and**
- have not paid enough National Insurance (NI) contributions to be able to get Incapacity Benefit under the normal rules.

## When to claim

You can claim Incapacity Benefit from any date on or after your 16th birthday.

Do not delay in contacting us. If you wait you could lose money.

We may only be able to backdate your claim up to 3 months before your first contact with us.

## When can I get Incapacity Benefit under the Incapacity in Youth rules?

You must have been unable to work because of your illness or disability for 196 days in a row before you can get benefit. These 196 days can be before your 16th birthday.

We call the 196 days after the date you became unable to work your *qualifying period*.

Count forwards 197 days from and including the date you became unable to work to give you the date you can claim from.

## Who can get Incapacity Benefit under the Incapacity in Youth rules?

### **If you are aged 16 or over but under 20**

You may be able to get Incapacity Benefit under the Incapacity in Youth rules if

- you are aged 16 or over but under 20 and not in full-time education
- you have been unable to work for at least 196 days in a continuous period. One of these days must be before your 20th birthday
- you have a medical certificate from your doctor for the whole 196 day period. Medical certificates are also called sick notes, doctors notes or doctors statements.

By *full-time education* we mean non-advanced education of 21 hours or more a week. Sometimes we may count part-time education as full-time education, if you are unable to attend a full-time course because of your illness or disability.

**When we work out the number of hours, we do not count any time spent on education that would not be suitable for people of the same age and sex, who do not suffer from a physical or mental disability.**

If you are 19 we do not treat you as being in full-time education, even if you are.

For more help or information, contact Jobcentre Plus.

### **If you are aged 20 or over but under 25**

You may be able to get Incapacity Benefit under the Incapacity in Youth rules if

- you were registered on a course which began at least 3 months before your 20th birthday. By *a course* we mean a course of full-time advanced or secondary education, or a vocational or work-based training course
- you attended one or more courses
  - in the term straight after registration, and
  - before the 197th day after you became unable to work
- you have been unable to work for at least 196 days in a continuous period. One of these days must be before your 25th birthday.

By *advanced education* we mean

- a course which prepares you for a degree
- a higher education diploma
- a higher national diploma
- a higher national diploma of the Business and Technician Education Council
- a higher national diploma of the Scottish Vocational Education Council
- a teaching qualification, or
- a course above ordinary national diploma level.

We use *secondary education* to mean a full-time course of education below advanced education level.

We use *vocational training* to mean a course for people with a mental or physical disability.

We use *work-based training* to mean vocational training held on your employer's premises.

## Who can get Incapacity Benefit under the Incapacity in Youth rules? continued

### If you are aged 25 or over

You may be able to get Incapacity Benefit if you

- have had Incapacity Benefit before
- left Incapacity Benefit to do paid work or training
- have not paid enough NI contributions to be able to get Incapacity Benefit under the normal rules

You may also get Incapacity Benefit under the Incapacity in Youth rules if **in the last tax year**

- you were getting Disabled Person's Tax Credit, or
- you were paid Working Tax Credit or Child Tax Credit at a higher rate than the family element, **or**
- you made your claim within 56 days of leaving work or training.

You cannot get Incapacity Benefit if you stopped getting it because your Personal Capability Assessment showed you did not reach the threshold of incapacity necessary to qualify for benefit or National Insurance (NI) credits.

## Where you live

To get Incapacity Benefit under the Incapacity Benefit in Youth rules, you must

- normally live in Great Britain (GB)
- be in GB when you claim and
- have lived in GB, Northern Ireland or the Isle of Man for at least 26 weeks in the year before your claim.

*Great Britain* means England, Scotland and Wales.

## Returning from abroad

If you were getting Incapacity Benefit and it stopped because you went abroad, you may be able to get it again if

- you are unable to work from the day you return from abroad
- you have been unable to work for at least 196 days in a continuous period
- you normally live in Great Britain (GB) from the date of your claim
- you are in GB when you claim
- you have lived in GB, Northern Ireland or the Isle of Man for at least 26 weeks in the year before your claim.
- you got Incapacity Benefit in the tax year before the first Sunday in January of the year when you became unable to work.

You must claim within 196 days from the day you return from abroad.

You cannot get Incapacity Benefit if you stopped getting it because your Personal Capability Assessment showed you did not reach the threshold of incapacity necessary to qualify for benefit or National Insurance (NI) credits.

To find out more, you can get a leaflet about Incapacity Benefit from Jobcentre Plus. Or you can visit our website at [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

## Who you can claim extra Incapacity Benefit for?

### Claiming extra Incapacity Benefit for an adult

If you have any children or qualifying young persons living with you

You may be able to get extra Incapacity Benefit for

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

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.

## How to claim

Phone us on **0800 055 66 88**. If you have speech or hearing difficulties you can contact us using a textphone on **0800 023 4888**.

If we cannot take your claim over the phone, you can fill in form **IB(Y)1** that comes with pack. Please only use a pen when you fill in the form.

Make sure you read the rest of these notes. They will help you to make your claim.

### Signing the form for someone else

The claim form should only be signed by someone else if

- the person who is making the claim is not mentally able to act on their own behalf, **and**
- someone is willing to act on their behalf in all social security matters, including telling us about any change in their circumstances and collecting monies for them. Someone accepted by the Department to act on someone's behalf is known as the appointee.

Someone who is physically disabled but mentally able will not normally need someone to act for them.

If someone applies to act on someone else's behalf we will

- arrange a visit to the person whose claim it is and the person making the application to act, **and**
- decide whether the person needs someone to act on their behalf for all social security matters, **and**
- explain the responsibilities that person would be taking on.

Any benefit due will not be paid until the process is complete.

If someone has power of attorney or any legal authority to act on behalf of the person making the claim, then that person should sign the claim form and enclose a copy of the authority with the claim form. The copy must be certified and signed by a solicitor as a true copy.

## Other help

### Disability Living Allowance

This is a social security benefit for people with an illness or disability who need

- help with getting around, **or**
- help with personal care, **or**
- help with both of these.

To find out more, you can get a leaflet about Disability Living Allowance from Jobcentre Plus. Or you can visit our website at [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

### Industrial Injuries Disablement Benefit

This is a social security benefit for people who are disabled because of

- an accident at work, **or**
- an industrial disease.

To find out more, you can get a leaflet about Industrial Injuries Disablement Benefit from Jobcentre Plus. Or you can visit our website at [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

### Working Tax Credit

This is a tax credit to top up the earnings of working people. You can claim Working Tax Credit if

- you are aged 16 or over, **and**
- you work at least 16 hours a week, **and**
- you or your partner are responsible for a child or qualifying young person, **or**
- you have a disability which puts you at a disadvantage in getting a job, **or**
- you or your partner are aged 50 or more and are returning to work after a spell on qualifying out of work benefits.

If you do not have children, qualifying young persons or a disability that puts you at a disadvantage in getting a job, you can also claim Working Tax Credit if

- you are aged 25 or over, **and**
- you work at least 30 hours a week.

The Working Tax Credit is available to self-employed people and employees. If you want to know more about Working Tax Credit contact HM Revenue & Customs on the numbers listed on **page 6**.

## Other help continued

### Child Tax Credit

You cannot claim an increase of benefit for children or qualifying young persons, but you can claim Child Tax Credit instead. To find out more about Child Tax Credit visit [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

You can claim Child Tax Credit online too.

You can also phone HM Revenue & Customs about Child Tax Credit on **0845 300 3900**. If you have speech or hearing difficulties you can contact them using a textphone on **0845 300 3909**.

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

If you need help or a form in Welsh, please phone **0845 302 1489**. Lines are open 8.30am–5pm Monday to Friday.

### Income Support

You may be able to get Income Support if you cannot get Incapacity Benefit, or if your Incapacity Benefit does not give you enough money to live on. If you think you may be able to get Income Support, you should claim straight away because Income Support will only be payable from the date your claim is received by Jobcentre Plus.

To find out more, you can get a leaflet about Income Support from Jobcentre Plus. Or you can visit our website at [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

### Jobseeker's Allowance

This is a social security benefit for people who are unemployed and looking for work.

### NHS charges

You may be able to get help with paying for things like NHS prescriptions and NHS dental treatment.

### Housing Benefit

Housing Benefit is paid by local councils to people who need help to pay their rent. Housing Benefit is **not** paid to help with the cost of mortgage interest payments.

### Council Tax Benefit

You may be able to get Council Tax Benefit from your local council to help with paying your council tax.

You can find out more about these benefits from Jobcentre Plus, or visit our website at [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

## How your money is worked out

We pay Incapacity Benefit at 3 different rates under the Incapacity in Youth rules. We will pay you

- **Short-term Incapacity Benefit at the lower rate** if you have been sick for more than 28 weeks
- **Short-term Incapacity Benefit at the higher rate** if you have been sick for more than 56 weeks, or
- **Long-term Incapacity Benefit** if you have been sick for over 80 weeks.

If you are entitled to Incapacity Benefit for less than a whole week, the amount that you get for each day will be the weekly amount divided by 7.

### Pension income

If you have a pension income before tax of over £85.00 a week, your Incapacity Benefit and any Incapacity Benefit you are claiming for anyone else, will decrease. We will look to see if you have a pension income.

We use *pension income* to mean money you have coming in from

- occupational pensions
- personal pensions
- public service pensions
- stakeholder pensions
- pension from a self-employed pension scheme
- permanent health insurance payments arranged by an employer, when the contract of employment has ended
- pension protection fund payments due to employer insolvency.

But when we look at your pension income we **won't** include

- sick pay from an employer
- permanent health insurance payments arranged by an employer, when you still have a contract of employment
- mortgage protection payments
- investment income not connected with the end of your employment.

The pension income rules do not apply

- if you get the Disability Living Allowance care component at the highest rate, **or**
- if your Incapacity Benefit entitlement began prior to 6 April 2001, **or**
- if your current claim links to a claim made before 6 April 2001.

Your pension will be managed by a *pension provider*. This is usually an organisation like a former employer or insurance company.

If part of your pension is paid to your ex-spouse or ex-civil partner under an ear marking order, only the part that is payable to you counts as pension income. An ear marking order is where a Court has decided, under the Matrimonial Causes Act 1973, that your pension provider must pay part of your pension to an ex-spouse or ex-civil partner.

If part of your pension has been transferred to your ex-spouse or ex-civil partner under a pension sharing order, the amount that has been transferred does not count as pension income. A pension sharing order is where part of your occupational pension is transferred to an ex-spouse or ex-civil partner. This is usually a one-off payment and is transferred to them at the time of divorce or dissolution of civil partnership.

## Where to get help and advice

### **For information about your own claim**

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

### **For general information about this benefit**

Ring the Benefit Enquiry Line for people with disabilities. The phone call is free. The number is **0800 88 22 00**. The person you speak to will be able to give you general advice about the benefit and tell you about the forms completion service. They can also tell you about other organisations that may be able to help you.

If you have speech or hearing difficulties you can contact the Benefit Enquiry Line using a textphone on **0800 24 33 55**. The phone call is free. If you do not have your own textphone system, you may be able to find one in your local library or Citizens Advice Bureau.

If you live in England or Wales you can get free, independent and confidential advice about Incapacity Benefit and other benefits. Call Community Legal Advice on **0845 345 4 345**. You can visit their website at **[www.communitylegaladvice.org.uk](http://www.communitylegaladvice.org.uk)**

For more information about benefits and services visit our website at **[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)**

# Your claim for Incapacity Benefit under the Incapacity in Youth rules



Part of the Department  
for Work and Pensions

## Important

Are you claiming benefit on  
or after 27 October 2008?

No  Please keep filling out this form.

Yes  Please phone **0800 055 66 88**.  
You may have to claim a new benefit called Employment  
and Support Allowance instead of Incapacity Benefit. The  
person you speak to will tell you the right benefit to claim.

## About this form

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

Sometimes you may be able to claim if you are aged 20 or over but under 25.

To find out more about who can claim, please read the **IB(Y)1 Notes** that come with this pack. You should read these notes before you fill in this form.

## How to fill in this form

There are 3 sections in this form.

- **Everyone must fill in Sections 1 and 3.**
- You only need to fill in **Section 2** if you want to claim extra Incapacity Benefit for another adult.

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

- answer all the questions on this form that apply to you or the person you are claiming an increase of benefit for, **and**
- provide all the documents we ask for, **and**
- attend work focused interviews when we ask you to.

If you cannot do this, get in touch with us straight away.

If you do not get in touch with us, you may lose benefit.

## If you need help to fill in this form

If you need help to fill in this form, you can ask someone else to fill it in for you, or you can contact your local office.

## Filling in this form for someone else

If you are filling this form in for someone else, see **Section 3, Part 20**.  
Please remember to fill in the rest of the form with their details, not yours.

# Section 1 Claiming for yourself

## Part 1 – About you

**Surname or family name**

Mr/Mrs/Miss/Ms

**Other names you use now –  
in full**

**All previous surnames or family  
names you have used.**

**Address**

Postcode

**Daytime phone number**  
if you have one

Code                      Number

**What is this number?**  
Please tick.

Home       Work       Mobile       Fax

**Daytime textphone number**  
for people with speech or  
hearing problems

Code                      Number

**Date of birth**

    /    /

Letters      Numbers                      Letter

**National Insurance (NI) number**  
You can get this from your NI  
number card, letters about your  
benefit or payslips.

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

No

Yes

**Marital or civil status**

married or civil partner       widowed or surviving civil partner

separated       single       divorced or  
civil partnership dissolved

**What is your nationality?**

We may get in touch with you for  
more information.

- Please tell us about any other personal details you think we should know about in **Part 19 Other information**. For example, other names or other previous addresses.

Are you expecting a baby?

No

Yes

When is your baby due?

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Have you had a baby in the 39 weeks before the date you are claiming from?

No

Yes

When was your baby born?

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## Part 2 – **The date you want to claim from**

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

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

---

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

What date do you want to claim Incapacity Benefit from?

Remember you must have been ill or disabled for at least 196 days before this date.

**You must send us a medical certificate covering these 196 days with this claim form.**

# Part 3 – About your illness or disability

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**Please give brief details of your illness or disability.**

We need to know what your doctor says is wrong with you and how this stops you from working.

**Name of the doctor who signs your medical certificates.**

**Address of the doctor who signs your medical certificates.**

Postcode

**Are you registered or certified as blind or severely sight impaired with**

- a local authority in England or Wales, or
- a regional or islands council in Scotland?

No

Yes

Please tell us the name of the local authority or council.

**Have you been in hospital as an in-patient since your illness or disability began?**

No

Yes

Please tell us about it below.

Name and address of the hospital

Postcode

Date you went into hospital

/ /

**Have you come out of hospital?**

No

Yes

Date you came out of hospital

/ /







## Part 6 – About time you have spent outside Great Britain

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We need to know about time you have spent abroad.  
This means in any country outside Great Britain (GB).  
We use *GB* to mean England, Scotland and Wales.

Do you normally live in Great Britain?

No

Yes

Do you normally live in Northern Ireland or the Isle of Man?

No

Yes

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

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

No

Yes  Which countries did you go to, and when?

Country

From  /  /  To  /  /

Country

From  /  /  To  /  /

Have you been abroad at any other time?

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

No  Please go to the next page.

Yes  Which countries did you go to, and when?

Country

From  /  /  To  /  /

Country

From  /  /  To  /  /

Tick the description that applies to your time abroad.

The *UK* is England, Scotland, Wales and Northern Ireland, including territorial waters next to the UK. But the UK does not include the Isle of Man or the Channel Islands.

I worked for an overseas employer

I worked for a UK employer

I was self-employed

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

Other – please give details below

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

No

Yes

Tell us about this below.

Name of the country

Date you left GB

Date you returned to GB

Were you abroad because you were in HM Armed Forces?

No

Yes

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

No

Yes

What is their relationship to you?

We will write to you about this.

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

No

Yes

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

No

Yes

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

For information on pension providers, pension income and how it may affect you, please read page 7 of IB(Y)1 Notes.

Are you waiting to hear about any pension income? No

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

Do you have any pension income? No

If you have answered No to both of the above questions go to Permanent health insurance on page 12 . Yes  Please tell us about it below.

Please send us proof of your pension income. For example

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

Send us the original documents. Do not send us photocopies.

If you do not send proof of your pension income, you may lose benefit.

## Your first (or only) personal pension income

Please tell us the name and address of your pension provider

Postcode	

Please tell us your pension provider's phone number

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

What is your pension reference number?

How much pension is due to you before any deductions?

 £

How much pension are you paid after any deductions?

 £

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

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

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





If you qualify for Incapacity Benefit, it may affect the amount of income tax you have to pay.

Your answers to these questions will not affect whether you get Incapacity Benefit, but they will help us to try to make sure you are given the right tax code and that you pay the right amount of tax.

**Tax district and tax reference number**

You can find this above your National Insurance (NI) number on HM Revenue & Customs tax forms. Or you can ask your employer or your pension provider. Even if you do not know your tax reference number, send this form back to us straight away.

**Will your employer keep paying you while you are off work because of your illness or disability?**

No

Yes

**If you are self-employed will your business now stop because of your illness or disability?**

No

Yes

**Blind person's personal income tax allowance**

**Are you registered or certified as blind or severely sight impaired with**

- a local authority in England or Wales, or
- a regional or islands council in Scotland?

No  Go to Your P45.

Yes  Please go to the next question.

**Do you want to claim Blind person's personal income tax allowance?**

No

Yes

**Your P45**

**Do you have a form P45?**

No

Yes  Please send it to us.

**Are you getting any other benefits?**

Tick **Yes** even if you are waiting to hear about a benefit.

For example,

- Bereavement benefits
- Emploment and Support Allowance
- Guardian's Allowance
- Income Support
- Jobseeker's Allowance
- Maternity Allowance
- State Pension
- Training Allowance
- Unemployability Supplement
- War Widow's Pension
- Widow's Benefit

**Or any other benefit not shown above.**

No

Yes  Please tell us about the benefits below.

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

**Are you or your partner currently getting Return to Work Credit?**

No

Yes

**Did you or your partner get Return to Work Credit in the last 3 months?**

No

Yes  What was the date of the last payment?

**Do you or your partner get In Work Credit?**

No

Yes

**Have you qualified for a disability element of Working Tax Credit?**

Tick **Yes**, even if it was not paid.

No

Yes  What period was it awarded for?

From  /  /  To  /  /

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

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

No

Yes

**Are you getting the highest rate care component of Disability Living Allowance?**

No

Yes

**Have you claimed Disability Living Allowance but not yet heard if you will get it?**

No   
 Yes

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

No   
 Yes

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

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

Their surname

Mr/Mrs/Miss/Ms

Other names

Address

Postcode

Letters      Numbers      Letter

Their National Insurance (NI) number

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

**Previous benefit entitlement**

**Have you been paid Incapacity Benefit before?**

No   
 Yes

Please tell us when we paid you Incapacity Benefit.

from  /  /  to  /  /

**Have you been paid Severe Disablement Allowance before?**

No   
 Yes

Please tell us when we paid you Severe Disablement Allowance.

from  /  /  to  /  /

## Section 2 Claiming extra benefit for another adult

**Do you want to claim extra Incapacity Benefit for**

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

**No**  Please go to the next question.

**Yes**  Please fill in **Parts 10 to 16** of this section.

To find out more about claiming extra benefit for another adult see **IB(Y)1 Notes**.

**Do you want to claim extra Incapacity Benefit for someone who**

- does not live with you, and
- you employ to look after children or qualifying young persons for you?

**No**  Please go to **Part 18**.

**Yes**  Please fill in **Parts 16 and 17** of this section.

Tick **Yes** if you employ an organisation to look after children or qualifying young persons for you.

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

- *child* to mean a person aged under 16 who you are getting Child Benefit for, and
- *qualifying young person* to mean a person aged 16, 17, 18 or 19 who you are getting Child Benefit for.



## If you are claiming for your spouse or civil partner

### We need to see

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

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

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

### Remember

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

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

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

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

### For office use

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



**Employer 2**

Employer's name and address

Postcode

Phone number

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

Fax number

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

Payroll, staff or other reference number

--

Their weekly earnings after income tax and National Insurance (NI) contributions are taken off.

£	a week
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Please provide their payslips that cover the previous 5 weeks. You must remember to provide all the documents we ask for. If you do not, benefit you can get because of this claim may be delayed.

Include

- earnings or fees as a director
- maternity pay
- holiday pay
- bonus payments
- regular tips
- Statutory Adoption Pay (SAP)
- Statutory Maternity Pay (SMP)
- Statutory Paternity Pay (SPP)
- Statutory Sick Pay (SSP).

**Is payment of Working Tax Credit included in the earnings?**

No

Yes

Please tell the weekly amount

£	a week
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**Please tell us about any items or services the employer provides.**

For example, special clothing.

--

**Please give details of the weekly amount of any expenses connected with their work.**

Do not include travelling expenses to and from their place of work.

--

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

Is the other adult off work because of an illness or disability, maternity leave or a trade dispute?

No  Please go to **Part 12**.

Yes  What date did they last work?

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

Are they getting any payments from their employer while they are off work?

No

Yes  How much are they getting each week?

£		a week
---	--	--------

Include

- maternity pay
- Statutory Adoption Pay (SAP)
- Statutory Maternity Pay (SMP)
- Statutory Paternity Pay (SPP)
- Statutory Sick Pay (SSP).







### Pension 2

Type of pension

Pension from an employer

Pension from a self-employed pension scheme

Personal pension

Name and address of the pension payer

Postcode

Phone number of the pension payer

Code	Number
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What is the pension reference number?

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

£		a week
---	--	--------

How often is the pension paid?

--

What day or date are they supposed to be paid?

For example, this could be every Friday or the last working day of each month.

--

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

Any money paid by the Department for Work and Pensions or any other government department to the other adult may affect the amount of extra Incapacity Benefit that you can get.

Money paid to the other adult for

- you, or
  - anyone you are claiming for
- may also affect the amount of extra Incapacity Benefit that you can get.

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

---

**Benefit 1**

**Name of benefit**

**Who is the benefit paid to?**

**Benefit reference number**

This is on letters about the benefit.

**How much is paid each week?**

 

**Which office deals with the benefit?**

**Benefit 2**

**Name of benefit**

**Who is the benefit paid to?**

**Benefit reference number**

This is on letters about the benefit.

**How much is paid each week?**

 

**Which office deals with the benefit?**

---

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

You cannot claim extra benefit for children or qualifying young persons but you can claim Child Tax Credit instead. To find out more about Child Tax Credit see **IB(Y)1 Notes**.

Before we can pay extra money for another adult, we need you to tell us about children or qualifying young persons and Child Benefit.

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

No

Yes  Please tell us about this.

Amount each week      Reference number

£      

£      

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

Please tell us who is getting Child Benefit.

You

Your spouse or civil partner who lives with you

Your spouse or civil partner who does not live with you

Your ex-spouse or ex-civil partner

Someone who looks after children or qualifying young persons for you

Not known

Please tell us about each child or qualifying young person you are getting Child Benefit for. If you need to tell us about more than 6 children or qualifying young persons please use the space in **Part 19**.

Surname	Other names	Date of birth	Relationship to you		Relationship to you For example, son, niece, grandson, stepdaughter or none
			Male or female	M F	
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

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

No

Yes

Please tell us the name of these children or qualifying young persons.

Please tell us about any changes there are likely to be in the next 2 months that might make a difference to the amount of Child Benefit that is being paid.

For example, if a child or qualifying young person is leaving school.

The changes you must tell us about are listed in the notes sent to you about Child Benefit.

Are you or your spouse or civil partner, getting a family benefit for a child or qualifying young person from another country?

No

Yes



## Section 3 More information we need

### Part 18 – How we pay you

You can choose how often you want us to pay your benefit.

<b>How often do you want us to pay your benefit?</b>	Every 13 weeks	<input type="checkbox"/>
	Every 4 weeks	<input type="checkbox"/>
	Every 2 weeks	<input type="checkbox"/>

#### **We normally pay your money into an account.**

Many banks and building societies will let you collect your money at the post office.

We will tell you when we will make the first payment and how much it will be for.

We will tell you if the amount we pay into the account is going to change.

#### **Finding out how much we have paid into the account**

You can check your payments on account statements. The statements may show your National Insurance (NI) number next to any payments we have made. If you think a 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 take back any money we pay that you are not entitled to. This may be because of the way the system works for payments into an account.

For example, you may give us some information, which means you are entitled to less money. Sometimes we may not be able to change the amount we have already paid you. This means we will have paid you money that you are not entitled to.

**We will contact you before we take back any money.**

### What to do now

- Tell us about the account you want to use on the next page. By giving us your account details you:
  - agree that we will pay you into an account, and
  - understand what we have told you above in the section **If we pay you too much money.**
- If you are going to open an account, please tell us your account details as soon as you get them.
- If you do not have an account, please contact us and we will give you more information.

**Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.**

## About the account you want to use

- You can use an **account in your name**, or a **joint account**.
- You can use **someone else's account** if:
  - the terms and conditions of their account allow this, and
  - they agree to let you use their account, and
  - you are sure they will use your money in the way you tell them.
- You can use a **credit union account**. You must tell us the credit union's account details. Your credit union will be able to help you with this.
- If you are an **appointee** or a **legal representative** acting on behalf of the customer, the account should be in your name only.

**Please tell us your account details below.**

**It is very important you fill in all the 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 do not know the account details, ask the bank or building society.

---

### Name of the account holder

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

--

### Full name of bank or building society

--

### 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.

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

---

### Building society roll or reference number

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.

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

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

## Part 19 – Other information

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**Use this space to tell us anything else you think we might need to know.**

If there is not enough space, please use a separate sheet of paper. Make sure you put your full name and National Insurance (NI) number on each sheet of paper, and sign and date each sheet that you use.

**Please give us the address of your local post office.**


Postcode

**Please read page 4 of IB(Y)1 Notes.**

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

**I am signing this form on their behalf because**

**I have Power of Attorney for them.**

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

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

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

**The Department for Work and Pensions has already appointed me to get their benefits and to deal with letters about their benefits.**

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

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

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

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

We will get in touch with you about this.

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

**Your name**

Mr/Mrs/Miss/Ms

**Date of birth**

/ /

Letters      Numbers      Letter

**National Insurance (NI) number**

**Your address**

Postcode

**Daytime phone number**

Code                      Number

**What is this number?**  
Please tick.

Home       Work       Mobile       Fax

- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I understand** that I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of, that benefit.
- **I agree that**
  - the Department for Work and Pensions
  - any approved healthcare professional advising the Department
  - any organisation with which the Department has a contract for the provision of medical servicesmay ask any of the people or organisations mentioned on this form for any information which is needed to deal with
  - this claim for benefit
  - any request for this claim to be looked at againand that the information may be given to that approved healthcare professional or organisation or to the Department.
- **I also understand** that the Department may use the information which it has now or may get in the future to decide whether I am entitled to
  - the benefit I am claiming
  - any other benefit I have claimed
  - any other benefit I may claim in the future.
- **I agree** to my doctor, or any doctor who has been treating me, being informed about the Secretary of State's determination on incapacity for work.

**This is my claim for Incapacity Benefit.**

**Signature**

**Date**

Please make sure that you

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

This form and any documents we have asked you for are needed by Jobcentre Plus to process your claim.

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

## Part 23 – What happens next

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### If you can get Incapacity Benefit

we will write and tell you

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

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

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

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

### If you cannot get Incapacity Benefit

we will write and tell you the reason.

## Part 24 – Help and advice

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### For information about your own claim

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

### For general information about this benefit

Ring the Benefit Enquiry Line for people with disabilities. The phone call is free. The number is **0800 88 22 00**. The person you speak to will be able to give you general advice about the benefit and tell you about the forms completion service. They can also tell you about other organisations that may be able to help you.

If you have speech or hearing difficulties you can contact the Benefit Enquiry Line using a textphone on **0800 24 33 55**. The phone call is free. If you do not have your own textphone system, you may be able to find one in your local library or Citizens Advice Bureau.

If you live in England or Wales you can get free, independent and confidential advice about benefits. Call Community Legal Advice on **0845 345 4 345**. You can visit their website at **[www.communitylegaladvice.org.uk](http://www.communitylegaladvice.org.uk)**

For more information about benefits and services visit our website at **[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)**

## Part 25 – Check list

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Please read the following list.

Tick the boxes to show which documents you are enclosing.

Your birth certificate

Spouse or civil partner's birth certificate

Marriage or civil partnership certificate

Medical certificate

SSP1

P45

Proof of your pension income

Proof of pension income for your spouse,  
civil partner or someone looking after a  
child or qualifying young person for you

Details of education, training or  
apprenticeship

Payslip for your spouse, civil partner or  
someone looking after children or  
qualifying young persons for you

## Part 26 – 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](http://www.dwp.gov.uk/privacy.asp) or contact any of our offices.

## Part 27 – 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](http://www.jobcentreplus.gov.uk)

You can access our website from many libraries.

For more information please contact Jobcentre Plus.