

Maternity Allowance

Notes sheet

- **Help if you are expecting a baby and you**
 - **have been employed but cannot get Statutory Maternity Pay, or**
 - **are self employed, or**
 - **have been employed recently.**

Please keep these notes for your information.

These notes give general guidance only and should not be treated as a complete and authoritative statement of the law.

What is Maternity Allowance

Maternity Allowance (MA) is a social security benefit that you may be able to get around the time your baby is due. It is paid for a period of up to **39 weeks**. The period we pay MA for is called the **Maternity Allowance Period (MAP)**.

Who can get Maternity Allowance

You may be able to get Maternity Allowance (MA) if

- **you are not entitled to Statutory Maternity Pay (SMP) from any of your employers, and**
- **you have been employed or self-employed for at least 26 weeks in the 66 weeks before the week you expect to have your baby, and**
- **your average gross weekly earnings are at least £30 a week, and**
- **you have stopped work to have your baby.**

The 66 weeks before the week you expect to have your baby is known as your *Test Period*.

We work out your test period from the date your baby is due, not the actual date of birth.

We count employment for part of a week as employment for a whole week.

You may not be able to get Statutory Maternity Pay because

- you were not employed in the 15th week before the week your baby is due, or
- you have not been employed by the same employer for long enough, or
- you have not been earning enough.

Who can get Maternity Allowance continued

- If you are employed, we may check the information you have given us with your employer.
- If you are self-employed, you are required by law to register your self-employment with HM Revenue & Customs according to HM Revenue & Customs rules.

If you do not register or register late, you may lose some or all of your MA

By *employer* we mean the person or organisation who pays the employer's share of Class 1 National Insurance (NI) contributions. We still call them an employer, even if they don't pay Class 1 NI contributions because of an employee's age or level of earnings.

We call you *employed* even if you are an agency worker, if

- you pay Class 1 NI contributions on your earnings, or
- you would pay Class 1 NI contributions, but you do not because of your age or level of earnings.

To find out more about your gross weekly earnings, see

- **page 7** if you are employed, or
- **page 8** if you are self-employed

You do not have to be a UK citizen to get MA.

If you have permission to work, you may be able to get MA.

When to claim Maternity Allowance

The earliest you can claim is at the start of the 14th week before the week your baby is due.

Even if you are still working, claim as soon as you can. We will contact you later to find out the date when you stop work.

Do not sign and date the **MA1** claim form earlier than the 14th week before the week your baby is due.

If your baby is born early

Claim straight away after your baby is born. Your test period will not change.

Time limit for claims

You must claim within 3 months of the date your Maternity Allowance Period is due to start. If you delay, you will lose money.

Your expected date of childbirth

- **If you are claiming before your baby is born**

This date is in **Part A** of your **Maternity Certificate MAT B1**. Childbirth is called *confinement* on the certificate. You can get this certificate from your doctor or midwife from the 21st week of your pregnancy.

- **If you are claiming after your baby is born**

This date is in **Part B** of your **Maternity Certificate MAT B1** if you have one. If you do not have one, the date should be on your ante-natal clinic card.

When we pay Maternity Allowance

Your **Maternity Allowance Period (MAP)** will start on the Sunday of the 11th week before the week you expect to have your baby, if you are not employed or self employed at this time.

If you are still employed or self-employed on or after the 11th week before the week you expect to have your baby

You can choose when you want your MA to start. You can choose any day after you have stopped work to have your baby. This means that your MA can start from the first day of your maternity leave.

You can also choose to start your MA later than the date your maternity leave starts. But the latest date your MA can start is the day after the birth of your baby.

If you are getting SSP from your employer, your SSP must stop when your MA starts. **You must tell your employer the date that your MAP will start.**

When we pay Maternity Allowance continued

If you give birth earlier than expected

You must tell Jobcentre Plus straight away. Your MA **must start** if you give birth before you have had a chance to start your maternity leave. Your MA will start automatically on the day after the birth.

If you are off work because of your pregnancy on or after the 4th week before the week your baby is due

Your MA **must start** if you are on maternity leave on or after the 4th week before the week your baby is due. Your MA will start automatically on the day after the first day you are absent from work for this reason in this 4 week period.

If you are off sick just before you get MA

Your MA **must start** if you are sick and absent from work because of your pregnancy at any time in the 4 weeks before the week your baby is due.

Your MA will start automatically on the day after the first day you are sick and absent from work for this reason in this 4 week period.

If you were getting any Statutory Sick Pay (SSP), Employment and Support Allowance or Incapacity Benefit, it will stop.

If you and your employer disagree about whether you are sick because of your pregnancy, get in touch with Jobcentre Plus.

How we work out how much Maternity Allowance you get

We use the **earnings rule** to work out your Maternity Allowance.

If you are employed

The earnings rule means that you must earn at least £30 a week on average. We average your gross earnings over any 13 weeks in your **Test Period**. The 13 weeks do not have to be in a row.

By *gross earnings*, we mean the the amount of money your employer pays you before anything is taken off. For example, income tax or National Insurance contributions.

To work out your average gross weekly earnings, we will add together your gross earnings from each of the 13 weeks in which you earned the most. We then divide the total by 13.

We need to see original payslips for the 13 weeks you choose. Send in your weekly payslips or, if you are not paid weekly, send us payslips covering at least the 13 weeks in which you earned the most in your Test Period. For example, if you are paid monthly, send us at least 4 months' payslips and we will work out how much you earn each week.

The amount of Maternity Allowance you get will be either the standard rate of MA or 90% of your average gross weekly earnings. You will get the amount which is the lower of the two.

How we work out how much Maternity Allowance you get continued

If you are self-employed

If you

- are registered as self-employed, and
- have paid Class 2 National Insurance contributions, and
- do not hold a Small Earnings Exception certificate

you will be treated as having enough weekly earnings to result in the standard rate of MA for any week covered by that Class 2 National Insurance contribution.

If you are registered as self-employed and hold a Small Earnings Exception certificate, you will be treated as having earnings of £30 at the end of each week covered by the certificate. This applies even if you have paid a Class 2 National Insurance contribution for a week covered by the certificate.

If you have been registered as self-employed for at least 26 weeks in your test period, you may not qualify for MA unless

- **you have paid at least 13 Class 2 National Insurance contributions in your test period, or**
- **you have held a Small Earnings Exception certificate for at least 13 weeks in your test period.**

There is more information about this in **NI17A A guide to Maternity Benefits**. You can find the guide on our website. The address is **www.dwp.gov.uk/advisers/ni17a**

You can also ask Jobcentre Plus.

What happens after you claim

We can make a decision about your Maternity Allowance claim more quickly if you

- answer all the questions on the claim form that apply to you, and
- send us all the documents we ask for.

If you cannot do this, get in touch with us. We will write to tell you the result of your claim as soon as we can.

If you are not entitled to MA

We will write to tell you the reason. We will also check to see if you can get Employment and Support Allowance or Incapacity Benefit. To find out more, ask for a leaflet from Jobcentre Plus. Or you can visit our website at www.jobcentreplus.gov.uk

More information and other help

Maternity Allowance

There is more information about this in **NI17A** *A guide to Maternity Benefits*. You can find the guide on our website at www.dwp.gov.uk/advisers/ni17a

You can also ask Jobcentre Plus.

Working while getting MA

You are allowed to work for up to 10 days during your MAP without losing MA payments. These are called *Keeping in Touch days*. You can find out more about this in guide **NI17A**. You can also ask Jobcentre Plus.

You must tell Jobcentre Plus of any work you do while you get MA.

Child Benefit

You can claim this benefit when your baby is born. To find out more about Child Benefit visit www.hmrc.gov.uk

More information and other help continued

Sure Start Maternity Grant

You may be able to get a Sure Start Maternity Grant if you or your partner are getting

- Income Support
- income-based Jobseeker's Allowance
- Child Tax Credit at a rate higher than the family element, or
- Working Tax Credit which includes a disability or severe disability element.

You can get the claim form **SF100 Sure Start Maternity Grant from the Social Fund** from your ante-natal clinic or Jobcentre Plus.

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**

You can claim Child Tax Credit online too.

You can also phone HM Revenue & Customs about Child Tax Credit by calling the Helpline on the following numbers

England, Scotland and Wales – **0845 300 3900**
Northern Ireland only – **0845 603 2000**

If you have speech or hearing difficulties you can contact them using a textphone on

England, Scotland and Wales – **0845 300 3909**
Northern Ireland only – **0845 607 6078**

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.

More information and other help continued

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.

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.

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 10** of these **Notes**.

More information and other help continued

Maternity leave and employment rights

If you are an employee, you are entitled to take time off work to have your baby. You also have other employment rights. You can find out more about maternity leave and employment rights from the Directgov website. The address is **www.direct.gov.uk**

Help and advice

If you have any problems filling in the claim form, someone else can do it for you.

If you want any more information about Maternity Allowance, get in touch with the office that deals with your benefit. You can find out which office deals with your benefit in **Part 14** of the form **MA1** that came in this claim pack.

For information about benefits and services visit our website at **www.jobcentreplus.gov.uk**

Maternity Allowance

Test Period table from 2009 to 2011

- **Help to work out your test period**

Your claim to Maternity Allowance (MA) will be decided on the work you have done in your *Test Period*. This is the 66 weeks up to, and including, the Saturday before the week you expect to have your baby.

There is an example of how to work out your Test Period on **page 3**.

Find the week in **column 1** of the table that includes the date you expect to have your baby. Read across the line to work out your Test Period and the 15th week before the week your baby is due. See the example below.

If the week you expect to have your baby is not shown in **column 1** of the table, get in touch with Jobcentre Plus. Ask them for a new Maternity Allowance Test Period table.

The 15th week before the week your baby is due is used to decide if you should be getting Statutory Maternity Pay (SMP). This week starts on the date shown in **column 4** of the table.

You might get SMP if you were employed in this week and satisfy the conditions for payment.

Example

See the shaded line on **page 4**.

Date you expect to have your baby	8 December 2009
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The week that includes the date you expect to have your baby (column 1)	6 December 2009 – 12 December 2009
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Your Test Period is (columns 2 and 3)	31 August 2008 – 5 December 2009
---	-------------------------------------

The 15th week before the week your baby is due starts on (column 4)	23 August 2009
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2009/2010

1 The week that includes the date you expect to have your baby	2 The first day of your Test Period	3 The last day of your Test Period	4 The 15th week before the week your baby is due starts on
October 2009			
04/10 – 10/10	29 Jun 2008	03 Oct 2009	21 Jun 2009
11/10 – 17/10	06 Jul 2008	10 Oct 2009	28 Jun 2009
18/10 – 24/10	13 Jul 2008	17 Oct 2009	05 Jul 2009
25/10 – 31/10	20 Jul 2008	24 Oct 2009	12 Jul 2009
November			
01/11 – 07/11	27 Jul 2008	31 Oct 2009	19 Jul 2009
08/11 – 14/11	03 Aug 2008	07 Nov 2009	26 Jul 2009
15/11 – 21/11	10 Aug 2008	14 Nov 2009	02 Aug 2009
22/11 – 28/11	17 Aug 2008	21 Nov 2009	09 Aug 2009
December			
29/11 – 05/12	24 Aug 2008	28 Nov 2009	16 Aug 2009
06/12 – 12/12	31 Aug 2008	05 Dec 2009	23 Aug 2009
13/12 – 19/12	07 Sep 2008	12 Dec 2009	30 Aug 2009
20/12 – 26/12	14 Sep 2008	19 Dec 2009	06 Sep 2009
27/12 – 02/01	21 Sep 2008	26 Dec 2009	13 Sep 2009
January 2010			
03/01 – 09/01	28 Sep 2008	02 Jan 2010	20 Sep 2009
10/01 – 16/01	05 Oct 2008	09 Jan 2010	27 Sep 2009
17/01 – 23/01	12 Oct 2008	16 Jan 2010	04 Oct 2009
24/01 – 30/01	19 Oct 2008	23 Jan 2010	11 Oct 2009
February			
31/01 – 06/02	26 Oct 2008	30 Jan 2010	18 Oct 2009
07/02 – 13/02	02 Nov 2008	06 Feb 2010	25 Oct 2009
14/02 – 20/02	09 Nov 2008	13 Feb 2010	01 Nov 2009
21/02 – 27/02	16 Nov 2008	20 Feb 2010	08 Nov 2009
March			
28/02 – 06/03	23 Nov 2008	27 Feb 2010	15 Nov 2009
07/03 – 13/03	30 Nov 2008	06 Mar 2010	22 Nov 2009
14/03 – 20/03	07 Dec 2008	13 Mar 2010	29 Nov 2009
21/03 – 27/03	14 Dec 2008	20 Mar 2010	06 Dec 2009
28/03 – 03/04	21 Dec 2008	27 Mar 2010	13 Dec 2009

2010

1	2	3	4
The week that includes the date you expect to have your baby	The first day of your Test Period	The last day of your Test Period	The 15th week before the week your baby is due starts on
April 2010			
28/03 – 03/04	21 Dec 2008	27 Mar 2010	13 Dec 2009
04/04 – 10/04	28 Dec 2008	03 Apr 2010	20 Dec 2009
11/04 – 17/04	04 Jan 2009	10 Apr 2010	27 Dec 2009
18/04 – 24/04	11 Jan 2009	17 Apr 2010	03 Jan 2010
25/04 – 01/05	18 Jan 2009	24 Apr 2010	10 Jan 2010
May			
02/05 – 08/05	25 Jan 2009	01 May 2010	17 Jan 2010
09/05 – 15/05	01 Feb 2009	08 May 2010	24 Jan 2010
16/05 – 22/05	08 Feb 2009	15 May 2010	31 Jan 2010
23/05 – 29/05	15 Feb 2009	22 May 2010	07 Feb 2010
June			
30/05 – 05/06	22 Feb 2009	29 May 2010	14 Feb 2010
06/06 – 12/06	01 Mar 2009	05 Jun 2010	21 Feb 2010
13/06 – 19/06	08 Mar 2009	12 Jun 2010	28 Feb 2010
20/06 – 26/06	15 Mar 2009	19 Jun 2010	07 Mar 2010
July			
27/06 – 03/07	22 Mar 2009	26 Jun 2010	14 Mar 2010
04/07 – 10/07	29 Mar 2009	03 Jul 2010	21 Mar 2010
11/07 – 17/07	05 Apr 2009	10 Jul 2010	28 Mar 2010
18/07 – 24/07	12 Apr 2009	17 Jul 2010	04 Apr 2010
25/07 – 31/07	19 Apr 2009	24 Jul 2010	11 Apr 2010
August			
01/08 – 07/08	26 Apr 2009	31 Jul 2010	18 Apr 2010
08/08 – 14/08	03 May 2009	07 Aug 2010	25 Apr 2010
15/08 – 21/08	10 May 2009	14 Aug 2010	02 May 2010
22/08 – 28/08	17 May 2009	21 Aug 2010	09 May 2010
September			
29/08 – 04/09	24 May 2009	28 Aug 2010	16 May 2010
05/09 – 11/09	31 May 2009	04 Sep 2010	23 May 2010
12/09 – 18/09	07 Jun 2009	11 Sep 2010	30 May 2010
19/09 – 25/09	14 Jun 2009	18 Sep 2010	06 Jun 2010
26/09 – 02/10	21 Jun 2009	25 Sep 2010	13 Jun 2010

2010/2011

1	2	3	4
The week that includes the date you expect to have your baby	The first day of your Test Period	The last day of your Test Period	The 15th week before the week your baby is due starts on
October 2010			
03/10 – 09/10	28 Jun 2009	02 Oct 2010	20 Jun 2010
10/10 – 16/10	05 Jul 2009	09 Oct 2010	27 Jun 2010
17/10 – 23/10	12 Jul 2009	16 Oct 2010	04 Jul 2010
24/10 – 30/10	19 Jul 2009	23 Oct 2010	11 Jul 2010
November			
31/10 – 06/11	26 Jul 2009	30 Oct 2010	18 Jul 2010
07/11 – 13/11	02 Aug 2009	06 Nov 2010	25 Jul 2010
14/11 – 20/11	09 Aug 2009	13 Nov 2010	01 Aug 2010
21/11 – 27/11	16 Aug 2009	20 Nov 2010	08 Aug 2010
December			
28/11 – 04/12	23 Aug 2009	27 Nov 2010	15 Aug 2010
05/12 – 11/12	30 Aug 2009	04 Dec 2010	22 Aug 2010
12/12 – 18/12	06 Sep 2009	11 Dec 2010	29 Aug 2010
19/12 – 25/12	13 Sep 2009	18 Dec 2010	05 Sep 2010
26/12 – 01/01	20 Sep 2009	25 Dec 2010	12 Sep 2010
January 2011			
02/01 – 08/01	27 Sep 2009	01 Jan 2011	19 Sep 2010
09/01 – 15/01	04 Oct 2009	08 Jan 2011	26 Sep 2010
16/01 – 22/01	11 Oct 2009	15 Jan 2011	03 Oct 2010
23/01 – 29/01	18 Oct 2009	22 Jan 2011	10 Oct 2010
February			
30/01 – 05/02	25 Oct 2009	29 Jan 2011	17 Oct 2010
06/02 – 12/02	01 Nov 2009	05 Feb 2011	24 Oct 2010
13/02 – 19/02	08 Nov 2009	12 Feb 2011	31 Oct 2010
20/02 – 26/02	15 Nov 2009	19 Feb 2011	07 Nov 2010
March			
27/02 – 05/03	22 Nov 2009	26 Feb 2011	14 Nov 2010
06/03 – 12/03	29 Nov 2009	05 Mar 2011	21 Nov 2010
13/03 – 19/03	06 Dec 2009	12 Mar 2011	28 Nov 2010
20/03 – 26/03	13 Dec 2009	19 Mar 2011	05 Dec 2010
27/03 – 02/04	20 Dec 2009	26 Mar 2011	12 Dec 2010

Maternity Allowance

Part 1 What to send with this form

Use this form to claim Maternity Allowance

Before you fill in this form, please read the **Notes sheet** and **Test Period table** that came in this claim pack.

Your claim may be delayed if you do not

- answer all the questions on this form that apply to you
- send us all the documents we ask for.

If you cannot do this, get in touch with us straight away, but benefit you can get because of this claim may be delayed.

The table below tells you which documents we need to see. Send these documents in with your claim.

Please tick the boxes below to show what you are sending to us.

Everyone	You must send a Maternity Certificate MAT B1	<input type="checkbox"/>	This is the form that your doctor or midwife gives you to tell you the date you expect to have your baby.
If you are claiming after the baby is born	Also send your baby's birth certificate if the date you had your baby is not on the MAT B1	<input type="checkbox"/>	
If you were employed by an employer in the 15th week before the week your baby is due	Also send form SMP1	<input type="checkbox"/>	This is the form that your employer will give you which says why you cannot get Statutory Maternity Pay (SMP). If you have more than one employer, send us form SMP1 from each employer.
If you have worked for an employer	You must send us original payslips for the 13 weeks you choose.	<input type="checkbox"/>	If you do not have your original payslips for the weeks you choose, you may send in other evidence to confirm your earnings or get in touch with your employer to get copies of your payslips. Your benefit may be delayed if you do not do this.

If you claim more than 3 months after the date your Maternity Allowance is due to start, you will lose money.

Part 2 About you

Please tell us about yourself below.

Surname or family name

Mrs/Miss/Ms

All other names, in full

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

If you need to tell us about more names, use the space in **Part 12 Other Information**.

Address

Postcode

Daytime phone number

Code Number

What is this number? Please tick.

Home Work Mobile Fax

Address, if different in the last 3 years

If you need to tell us about more than one address, use the space in **Part 12 Other Information**.

Postcode

Date of birth

What is your National Insurance (NI) number?

You can find the number on your National Insurance (NI) numbercard, letters from social security or payslips.

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

Letters Numbers Letter

No Yes

What date do you expect to have your baby?

If you are claiming after your baby was born, tell us the date you expected to have your baby.

This is the date on your Maternity Certificate MAT B1.

Part 4 About your Test Period

- a** Look under column 1 of the Test Period table that came in this claim pack to find the week that includes the date you expect to have your baby. Write that week here.

Dates

Month

Year

- b** Look across the table to column 2 and column 3 to find the first day of your Test Period and the last day of your Test Period. Write the dates here

First day of your Test Period

Last day of your Test Period

These two dates and the time between them are your **Test Period**.

- c** Are you or have you been employed in your Test Period?

If you have been both employed and self-employed in your Test Period, fill in **Part 5** and **Part 6**.

No Go to **Part 6 About self-employment in your Test Period**.

Yes Go to **Part 5 About employment and earnings in your Test Period**.

About employment and earnings in your Test Period

a Please tell us about all your employers in your Test Period.

If you do not tell us about all your employers your claim will be delayed. If you need to tell us about more than 3 employers, please use the space in **Part 12 Other Information**.

	Employer 1	Employer 2	Employer 3
Name and address of the employer	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
Phone number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date your employment started	<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"/>
Date your employment stopped If you are still employed by the employer, do not fill this date in.	<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"/>
Payroll, employee, clock or works number	<input type="text"/>	<input type="text"/>	<input type="text"/>
b How often are you normally paid?	Weekly <input type="checkbox"/> 4-weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> If other, how often? <input type="text"/>	Weekly <input type="checkbox"/> 4-weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> If other, how often? <input type="text"/>	Weekly <input type="checkbox"/> 4-weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> If other, how often? <input type="text"/>
c What days do you normally work?	Monday <input type="checkbox"/> Friday <input type="checkbox"/> Tuesday <input type="checkbox"/> Saturday <input type="checkbox"/> Wednesday <input type="checkbox"/> Sunday <input type="checkbox"/> Thursday <input type="checkbox"/>	Monday <input type="checkbox"/> Friday <input type="checkbox"/> Tuesday <input type="checkbox"/> Saturday <input type="checkbox"/> Wednesday <input type="checkbox"/> Sunday <input type="checkbox"/> Thursday <input type="checkbox"/>	Monday <input type="checkbox"/> Friday <input type="checkbox"/> Tuesday <input type="checkbox"/> Saturday <input type="checkbox"/> Wednesday <input type="checkbox"/> Sunday <input type="checkbox"/> Thursday <input type="checkbox"/>

d We need you to choose 13 weeks from your Test Period that you worked out in section b of Part 4, so we can work out how much Maternity Allowance you can get.

- Choose the weeks in which you have earned the most.
- The 13 weeks you choose do not have to be in a row.
- Send in your payslips covering the 13 weeks you have chosen.
- Tell us the dates of the payslips you send in the box below.

You must send us your original payslips. Send the payslips along with this form. We will return your payslips to you. Even if you are not paid every week, send us the payslips which cover your 13 weeks' best earnings.

If you had more than one job in any of the weeks you have chosen, send us the payslips from all the jobs.

If you do not have your original payslips, you must send us other evidence of your earnings. For example, a letter from your employer.

Your claim may be delayed if you do not send us your payslips or other evidence. We cannot decide on your claim until we have checked your earnings.

To find out more about how we work out your Maternity Allowance, see **Page 7** of the **MA1 Notes** we sent you with this form.

e Have you stopped working for an employer to have your baby?

No Go to **Part 6 About self-employment in your Test Period**.

Yes Go to question **f** on this page.

f What date did you start your maternity leave?

Tell us the date of the first day of your maternity leave, not the last day you worked.

/ /

g What date do you want us to pay your Maternity Allowance from?

To find out more, see the **MA1 Notes** we sent you with this form. If you do not know what date you want your MA to start from, contact Jobcentre Plus.

/ /

About self-employment in your Test Period

a Are you or have you been working as a registered self-employed person in your Test Period?

If you are self-employed, you are required by law to register as self-employed with HM Revenue & Customs. If you do not register or register late, you may lose some or all of your MA.

To find out more about self-employment, see **page 8** of the **MA1 Notes** that came with this form.

No Go to **Part 7 About insurance paid abroad in your Test Period.**

Yes

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

c Are you still registered as self-employed?

No When did you stop being self-employed?

Yes

d Did you pay Class 2 National Insurance contributions as a registered self-employed person in your Test Period?

No Go to question **f** on this page.

Yes

e How did you pay these contributions?

Direct debit

Quarterly billing

Other Please give details.

f Do you have a Small Earnings Exception certificate for any period within your Test Period?

No

Yes Send us your Small Earnings Exception certificate.
Tell us the period you held the certificate for below.

From / / To / /

From / / To / /

g Have you stopped working as a registered self-employed person to have your baby?

No Go to **Part 7 About insurance paid abroad in your Test Period.**

Yes Go to question **h** on this page.

h What date did you start your maternity leave?

Tell us the date of the first day of your maternity leave, not the last day you worked.

 / /

i What date do you want us to pay your Maternity Allowance from?

To find out more, see the **MA1 Notes** we sent you with this form. If you do not know what date you want your MA to start from, contact Jobcentre Plus.

 / /

Part 8 About time spent abroad

Did you go abroad at any time in the 4 years before the date you are claiming Maternity Allowance from?

Tick **No** if you just went abroad for a holiday. We use *abroad* to mean any country outside of the United Kingdom (UK). The *UK* is Great Britain and Northern Ireland, including territorial waters next to Great Britain and Northern Ireland. The UK does not include the Isle of Man or the Channel Islands.

No Go to **Part 9 About other benefits.**

Yes Which countries did you visit?

Country

From To

Country

From To

Country

From To

Country

From To

Country

From To

If you visited any other countries, tell us about them in **Part 12 Other Information.**

During these visits, were you

Tick the box that applies

● **employed abroad by an overseas employer**

● **employed abroad by a UK employer**

● **self-employed abroad**

● **receiving any benefits in a foreign country**

● **none of these?**

We need to know about any money that you are getting from the Department for Work and Pensions, any other government department or the Training Agency. This money may make a difference to your Maternity Allowance. Your Maternity Allowance can also make a difference to the other money that you can get.

There is more information about this in **NI17A A guide to Maternity Benefits**. You can find the guide on our website. The address is www.dwp.gov.uk/advisers/ni17a

You can also ask Jobcentre Plus.

a Are you getting any other benefits?

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

For example,

- Armed Forces Compensation Scheme
Guaranteed Income Payment
- Bereavement benefits
- Carer's Allowance
- Child Benefit
- Employment and Support Allowance
- Guardian's Allowance
- Incapacity Benefit
- Income Support
- Jobseeker's Allowance
- Pension Credit
- State Pension
- Statutory Adoption Pay (SAP)
- Statutory Maternity Pay (SMP)
- Statutory Sick Pay (SSP)
- Training Allowance
- Unemployability Supplement
- War Widow's Pension
- Widow's Benefit
- Any other benefits.

If you need to tell us about more than 4 benefits, please use the space in **Part 12 Other Information**.

No

Yes

Please tell us about the benefits below.

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

Part 9 About other benefits continued

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

No

Yes

c 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?

d Do you or your partner get In Work Credit?

No

Yes

c Is your spouse, civil partner or anyone else
● **getting any benefit for you, or**
● **getting any money added onto their benefit for you?**

No

Yes

Please tell us about the benefits below.

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

Name of benefit

Reference number, if known

If they are still waiting to hear about a claim, or if you are not sure if they are getting any money for you, still tick **Yes**.

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

For example,

- Armed Forces Compensation Scheme
- Guaranteed Income Payment
- Bereavement benefits
- Carer's Allowance
- Child Benefit
- Disability Living Allowance
- Employment and Support Allowance
- Guardian's Allowance
- Incapacity Benefit
- Income Support
- Jobseeker's Allowance
- Maternity Allowance
- Pension Credit
- State Pension
- Training Allowance
- Unemployability Supplement
- War Widow's Pension
- Widow's Benefit
- Any other benefits

If you need to tell us about more than 5 benefits, please use the space in

Part 12 Other Information.

Part 11 How we pay you

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

How often do you want us to pay your benefit? Every 2 weeks

Every 4 weeks

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 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 6 numbers, for example: 12-34-56.

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

<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"/>
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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.

<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"/>	<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"/>
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You may get other benefits and entitlements we do not pay into an account. If you want us to pay them into the account above, please tick this box.

Part 12 **Other information**

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

Part 13 Declaration

- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I understand** that I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of, that benefit.
- **I agree** that
 - the Department for Work and Pensions
 - any health care professional advising the Department
 - any organisation with which the Department has a contract for the provision of medical services
 may 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 again
 and that the information may be given to that health care 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.

This is my claim for Maternity Allowance.

Do not sign and date this form earlier than the 14th week before the week your baby is due.

Signature

Date

 / /

If you have filled in and signed this form for someone else, please tick here.

Part 14 What to do now

- Check that you have answered all the questions on this form that apply to you.
- Check you are sending us all the documents we have asked for. Use the list on the front page of this claim form.
- Send your form and documents to the office that deals with your benefit. You can find out which office deals with your benefit below. If you are not sure which office deals with your benefit, contact any of the offices below.

Region where you live

West Midlands and
Yorkshire and the Humber

Office that deals with your benefit

Hanley MOU
Jobcentre Plus
Hanley BDC(MA)
St. Stephens Street
Birmingham
B99 1AL

Phone numbers

0845 608 8769
0845 608 8678 Textphone users with
speech or hearing difficulties

London, East Midlands, North East, Wales,
East of England and South East

Wrexham MOU
Jobcentre Plus
Wrexham BDC(MA)
Jupiter Drive
Chester
CH70 8BL

0845 608 8610 English speakers
0845 608 8674 Welsh speakers
01978 600 3021 Textphone users with
speech or hearing difficulties

North West, South West and Scotland

Yeovil MOU
Jobcentre Plus
Yeovil BDC(MA)
Gloucester Road North
Bristol, BS80 8AW

0845 608 8780
0845 608 8971 Textphone users with
speech or hearing difficulties

Part 15 **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.

Part 16 **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.