

Claim pack for Incapacity Benefit

What is Incapacity Benefit?

Incapacity Benefit is a social security benefit for people who have an illness or disability and are unable to work.

You may be able to get Incapacity Benefit if you have an illness or disability and

- you are unemployed, **or**
- you are self-employed, **or**
- you work for an employer but you cannot get Statutory Sick Pay (SSP) or you have been getting SSP and this has now stopped.

Statutory Sick Pay (SSP) is money paid by employers to employees who are away from work for 4 days or more in a row because of their illness or disability.

People who have special medical treatment may get Incapacity Benefit instead of SSP even if they work for an employer.

By *special medical treatment* we mean

- dialysis
- radiotherapy
- chemotherapy
- plasmapheresis
- total parenteral nutrition for gross impairment of enteric function.

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**

You may need to attend a work focused interview with a personal advisor. If you do not attend without good reason your benefit may be affected.

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.

If you are claiming for a spouse, civil partner or someone looking after children or qualifying young persons for you

If you are claiming an increase of Incapacity Benefit for an adult, we may need them to go to a work focused interview with a personal adviser.

They will not have to go to a work focused interview unless you have been claiming Incapacity Benefit for 26 weeks or more. We will let them know if they have to go.

If they do not take part in the work focused interview without good reason your benefit may be affected.

If you do not have any children or qualifying young persons

You may be able to get extra Incapacity Benefit for your spouse or civil partner if they are aged 60 or over. They will not need to go to a work focused interview.

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 SC1 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.

When to claim

If you are

- unemployed, or
- self-employed,

phone us on **0800 055 66 88** straight away after you have been unable to work for 4 days or more in a row because of your illness or disability. If you have speech or hearing difficulties you can contact us using a textphone on **0800 023 4888**.

If you work for an employer but you cannot get Statutory Sick Pay (SSP) or your SSP has stopped, get form SSP1 from your employer. Phone us straight away.

Do not delay in making your claim for benefit. 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.

If you need medical advice or treatment, go to your doctor straight away. You do not normally need a medical certificate from your doctor for the first week that you are unable to work.

However, if you are claiming Incapacity Benefit and have had one or more short spells of incapacity totalling more than 7 days within the last 8 weeks, you will need to get a medical certificate from your doctor from the first day of this claim.

If you have not claimed Incapacity Benefit within the last 8 weeks then if you are still unable to work after 7 days, you will need to see your doctor and obtain a medical certificate from the 8th day. Forward this medical certificate to Jobcentre Plus.

Medical certificates are also called sick notes, doctor's notes or doctor's statements.

If you have special medical treatment, phone the Contact Centre as soon as your treatment means that you cannot work for 2 days or more. These days do not have to be in a row, but they must be within a 7 day period starting with any day of the week.

If you have special medical treatment every week, phone the Contact Centre during the first week that you have your treatment.

Please get a medical certificate or letter from your doctor or hospital. This must say

- what treatment you are getting
- which days of the week you cannot work
- how long your treatment will last.

Jobcentre Plus will need the medical certificate or letter as soon as you can. Do not delay making your claim to benefit.

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

If you have special medical treatment occasionally, phone the Contact Centre each time that your treatment means that you cannot work for 2 days or more.

Statutory Sick Pay (SSP)

If you work for an employer or you worked for an employer on the date you are claiming Incapacity Benefit from, you may be able to get Statutory Sick Pay (SSP) instead.

SSP is money paid by employers to employees who are away from work for 4 days or more in a row because of their illness or disability.

If you want more information about SSP, get in touch with your employer.

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

Incapacity Benefit for young people

Incapacity Benefit is available for young people aged 16 or over but under 20, **or** aged 20 or over but under 25 in some cases, who

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

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

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

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 5**.

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

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

Pension Credit

You may be entitled to Pension Credit if you are aged 60 or over. You can apply for Pension Credit by phoning The Pension Service on **0800 99 1234**. If you have speech or hearing difficulties you can contact The Pension Service using a textphone on **0800 16 90 133**. Lines are open 8.00am to 8.00pm Monday to Friday and 9.00am to 1.00pm on Saturday.

You may also apply on the internet. Visit the website at www.thepensionservice.gov.uk/pensioncredit

To find out more, you can get a leaflet about Pension Credit from Jobcentre Plus or a pension centre.

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

Special Rules

Some people suffer from a terminal illness. The *Special Rules* apply to people who are not expected to live longer than 6 months because of an illness. But it is, of course, impossible to say exactly how long a person will live. Getting Incapacity Benefit under the *Special Rules* means that you will get the long-term rate of Incapacity Benefit when you have been getting Incapacity Benefit for 28 weeks.

Tell us if you think the *Special Rules* apply to you. Please see **Part 2** of the claim form.

If you think you qualify for Incapacity Benefit under the *Special Rules*, you can also claim Disability Living Allowance if you have not already done so.

For people who are getting Disability Living Allowance

People who are getting the highest rate care component of Disability Living Allowance can get the long-term rate of Incapacity Benefit when they have been getting Incapacity Benefit for 28 weeks. This would not normally be payable until they have been getting Incapacity Benefit for 52 weeks.

How your money is worked out

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.

When we work out your Incapacity Benefit we round the amounts to the nearest penny.

You will not normally get any Incapacity Benefit for the first 3 days that you cannot work because of your illness or disability. We call these *waiting days*.

You may get Incapacity Benefit for these 3 days if

- you have been getting Incapacity Benefit or Statutory Sick Pay (SSP) within 8 weeks of your present claim, **or**
- you have been getting Incapacity Benefit and you are entitled to the 104 week benefit protection, **or**
- you have attended a recognised training course and it is 2 years or less since you last claimed Incapacity Benefit.

You may also get Incapacity Benefit for these 3 days if you have been getting

- Disabled Person's Tax Credit, **or**
- a disability element of Working Tax Credit, whether or not it is paid, **or**
- you are paid Working Tax Credit or Child Tax Credit at a higher rate than the family element, **and**
- it is 2 years or less since you last claimed Incapacity Benefit.

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.

How your money is worked out continued

Pension income continued

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.

Working while claiming benefit

Permitted work

Permitted work allows people to work while still getting an Incapacity Benefit or National Insurance credits because of illness or disability.

You can

- work for less than 16 hours a week, on average, and earn up to a set amount each week for 52 weeks, **or**
- work for less than 16 hours a week, on average, and earn up to £92.00 each week for as long as your illness or disability is considered sufficiently severe that you meet the threshold of incapacity without undergoing a medical assessment, **or**
- work and earn up to £20 a week, at any time, for as long as you are on the benefit, **or**
- do supported permitted work and earn up to a set amount each week for as long as you are on the benefit.

Supported permitted work means work that is supervised by someone who is employed by a public or local authority, or a voluntary organisation, whose job it is to arrange work for people with disabilities.

If you want more information about permitted work and the amounts you can earn, get in touch with the Incapacity Benefit section at the office that deals with your benefit. You must tell your benefit office about any work you want to do and complete form **PW1**.

Voluntary work

You may be able to get Incapacity Benefit if you do some voluntary work. The work must be for someone other than a member of your family and you must not get any payment for it, other than reasonable expenses.

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**

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

Your claim for Incapacity Benefit

jobcentreplus

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.

Before you fill in this form please read the **SC1 Notes** that come in this
pack. To help you decide whether you should complete this form or not,
answer the questions below and follow the instructions.

Do you have any special
medical treatment?

No Please go to the next question.

By *special medical treatment* we mean

- dialysis
- radiotherapy
- chemotherapy
- plasmapheresis
- total parenteral nutrition for gross
impairment of enteric function.

Yes Please go to the next page.

To find out more, please read **page 3**
of **SC1 Notes**.

Do you work for an employer?

No Please go to the next page.

Yes If you have more than one job, please tell us how many below.

Has your employer given you
a form **SSP1**?

No You may be able to get Statutory Sick Pay (SSP) instead of
Incapacity Benefit. Ask your employer about SSP before you fill in
this form.

Yes You must send us a **separate** form **SSP1** for **each** job you have.
Please go to **page 2**.

SC1 04/09

For office use

Office code

Issue date

 / /

SSP1 received

No

Yes

What to do now

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.

Work focused interviews

You may have to attend a work focused interview with a personal advisor. If you do not attend without good reason your benefit may be affected.

Section 1 Claiming for yourself

Part 1 About you

Surname or family name

Other names

Any other surnames you have been known by

Address

Postcode

Address, if different in the last 3 years.

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

- 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.

Part 1 **About you** continued

What date do you want to claim Incapacity Benefit from?

Are you expecting a baby?

No

Yes

What date is your baby expected?

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

No

Yes

What date was your baby born?

Part 2 **About your illness or disability**

Details of your illness or disability

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.

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.

Have you claimed Statutory Sick Pay or Incapacity Benefit in the 8 weeks before this claim?

No

Yes

Please provide a medical certificate from your 8th day of illness or disability.

Please provide a medical certificate from your first day of illness or disability.

Part 2 About your illness or disability

Do you think your illness or disability is because of an accident at work while working for an employer?

No

Yes

You may be able to get Industrial Injuries Disablement Benefit. We will send you leaflet about Industrial Injuries Disablement Benefit to read. This will tell you about the benefit and how to claim it.

Do you think your illness or disability is because of an industrial disease caused by work, while working for an employer?

No

Yes

You may be able to get Industrial Injuries Disablement Benefit. We will send you leaflet about Industrial Injuries Disablement Benefit to read. This will tell you about the benefit and how to claim it.

If you are not sure whether the disease you have is an industrial disease, tick **Yes**.

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.

Special Rules

Special rules apply to people who are not expected to live longer than 6 months because of an illness. If you claim under special rules, **you will be able to get your benefit more quickly and easily.**

Do you think that the special rules apply to you?

No

Yes

The *Special Rules* are explained on **page 6** of **SC1 Notes**.

Ask your doctor or specialist for a **DS1500 Report**.

The **DS1500 Report** is a report about your medical condition. You will not have to pay for it.

You can ask the doctor's receptionist, or nurse or a social worker to arrange this for you. You do not have to see the doctor. You should be given the **DS1500 Report** straight away. Ask for the report in a sealed envelope if you do not want anyone to see it.

If you cannot get your **DS1500 Report** in time, claim Incapacity Benefit anyway. Then give us the **DS1500 Report** as soon as you can.

Have you already asked for a **DS1500 Report** for your claim for Disability Living Allowance?

No

Yes

You do not need to get another **DS1500 Report**. Send the **DS1500 Report** with your claim for Disability Living Allowance.

Have you already sent the **DS1500 Report** with your claim for Disability Living Allowance?

No

Yes

About your doctor

Name of the doctor who signs your medical certificates.

Address of the doctor who signs your medical certificates.

Postcode

About the 104 weeks before this new illness or disability began

Have you been off work due to illness or disability, during the 104 weeks before the date you are claiming Incapacity Benefit from?

No

Yes

Did you start work or training within 1 month of leaving benefit?

No

Yes

If you are awarded benefit again within 104 weeks of you leaving benefit and starting work or training, you may be able to get a *104 week linking*. This means you may be able to return to benefit at your previous rate.

What date did you start work or training?

About the 8 weeks before your illness or disability began

What you were doing in the 8 weeks before your illness or disability began may affect when you start to get Incapacity Benefit.

Were you employed during the 8 weeks before the date you are claiming Incapacity Benefit from?

No

Please go to **Part 3**.

Yes

Were you off work because of your illness or disability for 4 days or more in a row during the 8 weeks before the date you are claiming Incapacity Benefit from?

No

Please go to **Part 3**.

Yes

Part 3 About self-employment

Have you worked as or been classed as a self-employed person in the 21 weeks before the date you are claiming Incapacity Benefit from?

No Please go to **Part 4**.

Yes Please tell us about this self-employed work.

What is your usual occupation?

Please give brief details of the work you normally do.

from _____ to _____

Period of self-employment

How many hours a week do you normally work? _____ hours

Have you stopped working as a self-employed person?

No

Yes What date did you last work?

Do you also work for an employer?

No

Yes Please go to **Part 4**.

Are you a company director?

No Please go to **Part 5**.

Yes Please provide form **SSP1**.
Please go to **Part 4**.

Part 4 **About work**

What is your usual occupation?

Have you worked or been employed in the 21 weeks before the date you are claiming Incapacity Benefit from?

Include periods of leave, career breaks, training.

No Please go to **page 10**.

Yes Please tell us about it below.

Employer 1

Employer's name and address

Phone number Code Number

Fax number Code Number

Job title

Pay reference or staff number

What were the main activities of the job?

Period of employment from to

Hours worked each week hours

Employer 2

Employer's name and address

Postcode

Phone number Code Number

Fax number Code Number

Job title

Pay reference or staff number

What were the main activities of the job?

from to

Period of employment

Hours worked each week hours

Employer 3

Employer's name and address

Postcode

Phone number Code Number

Fax number Code Number

Job title

Pay reference or staff number

What were the main activities of the job?

from to

Period of employment

Hours worked each week hours

- If you worked for or have been employed by more than 3 employers in the 21 weeks before your illness or disability began, tell us about the other employers in **Part 19 Other information**.

What was the last date you

- worked for an employer, or
- worked as a self-employed person, or
- claimed Jobseeker's Allowance, or
- got National Insurance (NI) credits because you attended a Jobcentre Plus office or Jobcentre?

Are you claiming Jobseeker's Allowance at a Jobcentre Plus office or Jobcentre?

No

Yes

Fill in your **ES40** and send it back to the Jobcentre Plus office or Jobcentre straight away. This will help us to deal with your claim more quickly.

Are you getting National Insurance (NI) credits only, because you attend a Jobcentre Plus office or Jobcentre?

No

Yes

Fill in your **ES40** and send it back to the Jobcentre Plus office or Jobcentre straight away. This will help us to deal with your claim more quickly.

Did you work a night shift which included midnight on the date you last worked?

No

Yes

Please tell us about it below

What date and time did you start the shift?

What date and time did you finish the shift?

Do you know when you will be well enough to work again?

No

Yes

Tell us when you will be well enough to work.

Are you going to go back to work?

No

Yes

What date will you go back to work?

Will you go back to work on a night shift which includes midnight?

No

Yes

Please tell us about it below

What date and time will you start the shift?

at

What date and time will you finish the shift?

at

Part 5 About other benefits

Are you getting any other benefits?

No

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

Yes

Please tell us about the benefits below.

For example,

Name of benefit

- Bereavement benefits
- Employment and Support Allowance

Reference number, if known

- Guardian's Allowance

- Income Support

- Jobseeker's Allowance

- Maternity Allowance

- State Pension

- Training Allowance

- Unemployability Supplement

- War Widow's Pension

- Widow's Benefit

Name of benefit

Reference number, if known

Tick **No**, if you just get Child Benefit. We will ask you about this later in the form.

Name of benefit

Reference number, if known

If are getting more than 5 benefits, tell us about them in **Part 19 Other information.**

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

**Are you getting a War
Disablement Pension?**

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

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.

Part 6 About time spent abroad

We need to know about time you have spent abroad.

We use *abroad* to mean any country outside the United Kingdom (UK).

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.

Have you been abroad at any time during the 5 years before the date you are claiming Incapacity Benefit 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 **Part 7**.

Yes

Which countries did you go to, and when?

Country

From

To

Country

From

To

Tick the description that applies to your time abroad.

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

Part 7 Pension income

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 **SC1 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 17** . **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.

Your second 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.

Pension paid to you as a beneficiary

Do you get any pension paid to you as a beneficiary, because of the death of a member of a pension scheme?

| No | Yes |
|----|--------------------------------|
| | Please tell us about it below. |

Name and address of the pension provider

Postcode

The pension provider's phone number

| Code | Number |
|------|--------|
|------|--------|

How much is the pension **after** any deductions? £

How often is your pension paid?

For example weekly, four-weekly, monthly, quarterly.

Permanent health insurance

Are you waiting to hear about any permanent health insurance payment? **No**
Yes

If **Yes**, let us know as soon as your permanent health insurance payment has been awarded.

Do you get a permanent health insurance payment? **No** Please go to **Part 8**.
Yes

Please send us proof of your permanent health insurance. For example

- a letter of entitlement from your employer or insurance company who pay the permanent health insurance
- a payment advice notice from your permanent health insurance provider
- a current wage slip showing details of your permanent health insurance.

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

If you do not send proof of your permanent health insurance, you may lose benefit.

Name and address of the employer paying the permanent health insurance premium

Postcode

Their phone number Code Number

Has your contract of employment ended with this employer? **No**
Yes When did it end?

Have you contributed more than half the premiums towards any permanent health insurance payment? **No**
Yes

You can use this space to tell us if you have any other pension income, or anything else you think we might need to know about your pension income.

For example, tell us the reason and amount for any deductions that are taken from your pension income.

Part 8 About education, training and apprenticeships

Have you done a course of education, training or apprenticeship in the last 4 years?

No

Yes

Please tell us about it below.

What was the course?

Education

Training

Apprenticeship

Name of the course, training scheme or apprenticeship

Name and address of the school, training centre, college or university

Postcode

Number of hours spent attending the course each week

hours

Date education, training or apprenticeship **started**

Date education, training or apprenticeship **ended**

If you are still doing the course, tick this box

Are you getting, or did you get, a grant or training allowance?

No

Yes

Please tell us about it below.

How much do you get and how often?

£

every

Give name and address of who pays, or paid, the grant or allowance

Postcode

You must send us any documents that show when you did the course, training or apprenticeship and how much grant or allowance was paid.

Part 9 Tax information

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 | No | Go to Your P45 . |
| ● a local authority in England or Wales, or | Yes | Please go to the next question. |
| ● a regional or islands council in Scotland? | | |

| | |
|---|------------|
| 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. |

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?**

To find out more about claiming extra benefit for another adult see **SC1 Notes**.

No

Please go to the next question.

Yes

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

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?**

Tick **Yes** if you employ an organisation 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.

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.

Part 10 About the other adult

Please tell us about the other adult you want to claim extra Incapacity Benefit for.

By *other adult* we mean your spouse or civil partner or someone who looks after children or qualifying young persons for you.

Their surname

Their other names

Their date of birth

Letters

Numbers

Letter

Their National Insurance (NI) number

Is the other adult living with you now?

No

Yes

Do they normally live at a different address to you?

No

Yes

Please tell us about this.

Their address

Postcode

Do you send any money to this person?

No

Yes

How much do you send each week?

£

What date did you start making these payments?

Part 11 If the other adult works for an employer

Is the other adult working for an employer?

No Please go to **Part 12**.

Yes Please tell us about each employer.

Employer 1

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

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).

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.

Is payment of Working Tax Credit included in the earnings?

No

Yes

Please tell the weekly amount

£

a week

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.

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

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).

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.

Is payment of Working Tax Credit included in the earnings?

No

Yes

Please tell the weekly amount

£

a week

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?

Include

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

£ a week

Part 12 If the other adult is self-employed

Is the other adult self-employed?

Tick **Yes**, if they own a business or they have a share in a business. This includes your business, if you have one.

No

Yes

Please tell us about this.

What is the name and address of the business?

Postcode

How much profit has the business made for the last complete business year?

£

a week

By *profit*, we mean any profit, gain or other payments that have been agreed for income tax purposes.

If you are self-employed, does the other adult help in your business?

No

Please go to **Part 13**.

Yes

Please tell us about this.

Do you pay the other adult a wage?

No

Yes

What are their weekly earnings after income tax and National Insurance (NI) contributions are taken off?

£

a week

Is a charge made for their services against the profits from your business for income tax purposes?

No

Yes

What is the weekly charge?

£

a week

Part 13 About other money coming in

Does the other adult have any other money coming in? **No** Please go to **Part 14**.
Do not tell us about other benefits, occupational or personal pensions. We will ask you about these later in the form. **Yes** Please tell us about this.

What is this money?

How much do they get each week? £ a week

Please tell us the average weekly amount if the money is not the same each week.

Who pays the money?

What is their address?

Postcode

Does the other adult have any boarders or lodgers? **No** Please go to **Part 14**.
 Yes Please tell us about this.

How much does each boarder or lodger pay each week?

| | | |
|-----------|---|--------|
| Boarder 1 | £ | a week |
| Boarder 2 | £ | a week |
| Boarder 3 | £ | a week |

Does this payment include an amount for heating? **No**
 Yes

If you need to tell us about more than 3 boarders, use the space in **Part 19**.

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

What is the pension reference number?

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**.

Part 16 About children or qualifying young persons

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 **SC1 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

Part 16 About children or qualifying young persons continued

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 | |
|---------|-------------|---------------|-----------------------------|--|
| | | | Male or female M F | For example, son, niece, grandson, stepdaughter or none |

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

Part 17 **About someone who does not live with you and you employ to look after children or qualifying young persons for you**

Do you want to claim extra Incapacity Benefit for someone who

| | |
|------------|---------------------------------|
| No | Please go to Section 3 . |
| Yes | Please tell us about this. |

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

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

What is their name and address?

Postcode

What date do you want to claim extra money from?

How much do you pay the person or organisation who looks after children or qualifying young persons for you each week?

£ _____ a week

Please give details of any expenses you have in connection with the care of your children or qualifying young persons.

Section 3 More information we need

Part 18 **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 13 weeks |
| | Every 4 weeks |
| | Every 2 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 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.

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

Part 19 **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 20 Signing the form for someone else

Please read page 2 of SC1 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

Date of birth

Letters Numbers Letter

National Insurance (NI) number

Your address

Postcode

Daytime phone number

Code Number

What is this number?

Home Work Mobile Fax

Please tick.

Part 21 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 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

Part 22 What to do now

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

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

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 numbers 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**

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

Part 25 **Check list**

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 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

You can access our website from many libraries.

For more information please contact Jobcentre Plus.

We would like your feedback about this PDF claim form

In this PDF form we have introduced a special feature that lets you save it in Adobe Reader 5.1 and later. This means that you no longer have to complete the form in one session.

We would like your feedback about this form so that we can improve future versions.

Please email any comments to this email address:

forms.feedback@dwp.gsi.gov.uk

For help and advice on the information you need to put on the form or about the benefit you want to claim, contact the office that deals with the benefit.

If you are having technical difficulties:

- downloading the form
- navigating around the form
- moving from page to page, or
- printing a hard copy.

Contact the **eService helpdesk**

Phone: **0845 601 80 40**

Minicom (textphone): **0845 601 80 39**

Email: **eServicehelpdesk@dwp.gsi.gov.uk**

Opening hours

Monday to friday: 08:00am - 09:00pm

Weekend: 08:00am - 04:00pm

Closed all Public and Bank Holidays.

Thank you.