

Claim pack for Incapacity Benefit

What is Incapacity Benefit?

Incapacity Benefit is a social security benefit for people who have an illness or disability. Sick or sickness is now referred to as *illness or disability*.

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.

You can find out more about Incapacity Benefit in leaflets **IB1JP** *A guide to Incapacity Benefit - Information for new customers* or **DHC1JP** *A guide for disabled people, those with health conditions, and carers*. You can get these leaflets from Jobcentre Plus, or visit our website at www.dwp.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 for whom Child Benefit is being paid.

We use *qualifying young person* to mean a person aged 16 to 20 for whom Child Benefit is being paid.

How to claim?

Phone Jobcentre Plus or fill in claim form SC1 that comes with this pack.

Please use a pen only when completing 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 Jobcentre Plus or fill in claim form SC1 as soon as you can after you have been unable to work for 4 days or more in a row because of your illness or disability,

or

if you work for an employer but you cannot get Statutory Sick Pay (SSP) or SSP has stopped, get form SSP1 from your employer. Phone Jobcentre Plus or fill in claim form SC1 as soon as you can.

Do not delay in making your claim for benefit. If you wait, you could lose money.

Please note that we cannot pay your benefit for a period more than 3 months before the date we receive your claim.

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 Jobcentre Plus or fill in claim form SC1 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 Jobcentre Plus or fill in claim form SC1 for the first week that you have your treatment.

Please get a medical certificate or letter from your doctor or hospital. This should 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 Jobcentre Plus or fill in claim form SC1 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.

If you want to find out more about this, get leaflet **DLA5DCS** *Disability Living Allowance* from Jobcentre Plus.

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.

For more detailed information about Incapacity Benefit, get leaflet **IB1JP** *A guide to Incapacity Benefit - Information for new customers* from Jobcentre Plus.

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.

If you want to find out more about this, get leaflet **IIDBAA5JP** *Industrial Injuries Disablement Benefit - Accidents* or leaflet **IIDBDA5JP** *Industrial Injuries Disablement Benefit (diseases)* from Jobcentre Plus.

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 online too.

You can also phone HM Revenue & Customs by calling the Helpline on the following numbers:

England, Scotland and Wales – **0845 300 3900**

Northern Ireland only – **0845 603 2000**

Textphone for people with hearing or speech difficulties:

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.

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. Ask for leaflet **DHC1JP** *A guide for disabled people, those with health conditions, and carers* from Jobcentre Plus

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**. For people with speech or hearing difficulties using a **textphone** the number is **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

For general information about Pension Credit see leaflet **PC1L** *Pension Credit*.

You can get it from Jobcentre Plus or your 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.dwp.gov.uk

Making payments to you

We normally pay benefit directly into an account. This is the safest way to pay you and lets you choose how and when you get your money. You can use a bank, building society or other account provider. Most accounts allow you to make savings on some of your bills by paying them by Direct Debit. You may be able to use a cash machine, which will usually mean you can get your money at any time of the day or night. Most of these machines can be used for free, but some of them may charge you to take your money out. If so, you will be warned by a message on the screen. This will give you the opportunity to cancel your transaction without being charged. There are arrangements with some banks and building societies to let you collect cash from many of their accounts over the counter at post offices.

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

We will look to see if you have a pension income.

We use *pension income* to mean money you have coming in from one of the following pensions

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

How your money is worked out – continued

The pension income rules do not apply

- to any customer receiving 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 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.

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.

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.

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 £86.00 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 should use 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 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 number is **0800 88 22 00**. The person you speak to will be able to give you general advice about the benefit and they can tell you about other organisations that may be able to help you.

If you have problems with hearing or speaking and use a textphone, ring **0800 24 33 55**. If you do not have your own textphone system, they are available in some libraries and 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 Services Direct on **0845 345 4 345**. You can visit their website at **www.clsdirect.org.uk**

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

Your claim for Incapacity Benefit

Before you fill in this form please read the 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 work for an employer? **No** Please go to **Part 1**.
Yes Please go to next question.

Do you have more than one job? **No** Please go to next question.
Yes How many more jobs do you have?
Please go to next question.

Do you have any special medical treatment?
Special medical treatment is explained in **page 1** of **SC1 Notes**.
No Please go to next question.
Yes Please go to **Part 1**.

Has your employer issued you with form SSP1? **No** Please get in touch with your employer and ask about Statutory Sick Pay (SSP). See **page 4** of the **SC1 Notes**.
You must send us a **separate** form **SSP1** for **each** job you have. **Yes** Please go to **Part 1**.

There are 3 sections in this form. **Everyone should 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.

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.

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.

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 required.

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

If you do not, you may lose benefit.

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

Mr/Mrs/Miss/Ms

Other names you use now – in full

All previous surnames or family names you have used.

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 12 of 48 of the form **Part 2 About your illness or disability**

What date do you want to claim Incapacity Benefit from?

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.

What was the last date you

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

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?

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 as soon as you can. This will help us to deal with your claim more quickly.

Are you receiving 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 as soon as you can. This will help us deal with your claim more quickly

Do you have any special medical treatment?

No

Please read page 3 of SC1 Notes
By *special medical treatment* we mean

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

Yes

Are you registered blind with a local authority in England or Wales, or certified as blind with a regional or islands council in Scotland?

No

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

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

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

Yes

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

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?

/ /

If you were expecting your baby on or before 31 March 2007, you may have been paid Maternity Allowance for a period of up to 26 weeks.

If you were expecting your baby on or after 1 April 2007, you may have been paid Maternity Allowance for a period of up to 39 weeks.

Going back to work – continued

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?

 / /
 am/pm

What date and time will you finish the shift?

 / /
 am/pm

If you do not have a job to go back to, tell us when you will be well enough to work.

 / /

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 have ticked **Yes**, and
- the date you are awarded benefit from is within 104 weeks of you leaving benefit and returning to work or training

you may qualify for a *104 week linking*. If you qualify for a *104 week linking*, 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

About education, training and apprenticeships

Have you attended 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 it is still **continuing** 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.

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 5**.

Yes Please tell us about this self-employed work.

What is your usual occupation?

Please give brief details of the work you normally do.

Period of self-employment

from / / to / /

How many hours a week do you normally work?

 hours

Do you also work for an employer?

No

Yes Please go to **Part 5**.

Are you a company director?

No Please go to **Part 6**.

Yes Please provide form **SSP1**.
Please go to **Part 5**.

Part 5 For unemployed people and people who work for an employer

What is your usual occupation?

Have you been given a Statutory Sick Pay Leaver's Statement, SSP1(L) by your latest employer?

No

Yes

Include the **SSP1(L)** with this claim form. If you do not, benefit you can get because of this claim may be delayed.

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 **Part 6**.

Yes

Please tell us about this.

Employer 1

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

Part 5 For unemployed people and people who work for an employer – continued

Are you also self-employed? No

Yes Please tell us about it below.

What type of work do you do?

Are you still working?

No What date did you last work as self-employed?

Yes

Part 6 About time you have 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

Are you getting any other benefits?

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

For example,

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

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

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

Are you, or your partner getting or waiting to hear about Pension Credit?

No

Yes

Please tell us how much is paid and how often.

£ every

Have you ever made a claim for Carer's Allowance?

Tick **Yes**, if your claim was disallowed.

No

Yes

Please tell us the date you made this claim.

 / /

Have you been paid any Statutory Maternity Pay (SMP) by an employer?

No

Yes

If this has now stopped, please give the date of the last payment.

 / /

Have you been paid any Statutory Adoption Pay (SAP) by an employer?

No

Yes

If this has now stopped, please give the date of the last payment.

 / /

Have you qualified for a disability element of Working Tax Credit, whether or not it is paid?

No

Yes

What period was it awarded for?

From / / To / /

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

No
 Yes

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

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

No
 Yes

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

No
 Yes

Are you getting Industrial Injuries Disablement Benefit?

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

Mr/Mrs/Miss/Ms

Other names

Address

Postcode

Letters Numbers Letter

Their National Insurance (NI) number

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

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 6 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 16** . Yes Please give details below.

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.

--

Important – please provide proof of your pension income, this could be one of the following

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

We need to see original documents, photocopies are not acceptable.
Failure to do so may affect your claim.

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 9. Yes

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

Name and address of the employer paying the remaining premium

Postcode

Their phone number

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

Has your contract of employment ended with this employer? No Yes

When did it end? / /

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, give the reason and amount for any deductions that are taken from your pension income.

Important – please provide proof of your permanent health insurance payment, this could be one of the following

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

We need to see original documents, photocopies are not acceptable.

Failure to do so may affect your claim.

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 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 continue to pay you whilst you are off work due to illness or disability?

No

Yes

If you are self-employed will your business now stop because you are sick?

No

Yes

Blind person's allowance

Tick this box if you are

- registered blind with a local authority in England or Wales, **or**
- certified as blind with a regional or islands council in Scotland

and you want to claim this allowance.

Please tell us the name of the local authority.

Please send us your form P45, if you have one.

Section 2 Claiming extra benefit for another adult

Claiming extra Incapacity Benefit for an adult

If you want to claim extra Incapacity Benefit for

- your spouse, or
- civil partner, or
- someone who looks after children or qualifying young persons for you please complete **Parts 10 to 15** and **Part 17** of this section.

We use *child* to mean a person aged under 16 for whom Child Benefit is being paid.

We use *qualifying young person* to mean a person aged 16 to 20 for whom Child Benefit is being paid.

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 we may need the person you are claiming for 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 want to claim extra Incapacity Benefit for a person you employ to look after children or qualifying young persons for you, please complete **Parts 11** and **16** of this section.

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 online too.

You can also phone HM Revenue & Customs by calling the Helpline on the following numbers:

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

Textphone for people with hearing or speech difficulties:

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.

We will need some information about the children or qualifying young persons before we can pay extra money for an adult.

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.

If you do not want to claim extra benefit please go to **Part 18**.

Part 10 **Claiming extra benefit for another adult**

Please tell us about your spouse or civil partner or the person who looks after children or qualifying young persons for you.

Their surname

Their other names

Their date of birth

Their National Insurance (NI) number

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

Do you want to claim extra Incapacity Benefit for

No Please go to **Part 18**.

Yes Please complete **Parts 10 to 15** and **17** of this form.

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

If you claim extra money for

- a spouse, civil partner or a person who looks after children or qualifying young persons for you

and

- they are under 60 years of age

they may have to go to a work focused interview once you have been getting Incapacity Benefit for 26 weeks or more.

Is your spouse, civil partner or the person looking after children or qualifying young persons for you 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

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

If you are claiming for your spouse or civil partner

We need to see

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

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

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

Remember

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

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

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

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

For office use

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

Part 17 About children or qualifying young persons

Before we can pay extra money for your spouse or civil partner or the person who looks after children or qualifying young persons for you, we need to know details of the 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
£ <input type="text"/>	<input type="text"/>
£ <input type="text"/>	<input type="text"/>

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

Please tell us who is getting Child Benefit.

You

Your spouse or civil partner who lives with you

Your spouse or civil partner who does not live with you

Your ex-spouse or ex-civil partner

Someone who looks after children or qualifying young persons for you

Not known

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

Relationship to you
 Male or female For example, son, niece, grandson, stepdaughter or none

Surname	Other names	Date of birth	M	F	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Does any child or qualifying young person have a parent who lives with you but is not your spouse or civil partner? **No**

Yes Please give name of child or qualifying young person.

Part 1 of 48 of the 2019-2020
About children or qualifying young persons –
continued

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

If your spouse, civil partner or the person who looks after children or qualifying young persons for you works for an employer

Is your spouse, civil partner or the person who looks after children or qualifying young persons for you, working for an employer?

No Please go to **Part 13**.

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.

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).

£		a week
---	--	--------

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 your spouse, civil partner or the person who looks after children or qualifying young persons for you works for an employer – continued

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**.

If your spouse, civil partner or the person who looks after children or qualifying young persons for you works for an employer – continued

Is your spouse, civil partner or the person who looks after children or qualifying young persons for you, off work because of an illness or disability, maternity leave or a trade dispute?

No Please go to **Part 13**.

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).

Part 14 About other money coming in

Does your spouse, civil partner or the person who looks after children or qualifying young persons for you, have any other money coming in?

No Please go to Part 15.

Yes Please tell us about this.

Do not tell us about other benefits, occupational or personal pensions. We will ask you about these later in the form.

What is this money?

How much do they get each 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?

Does your spouse, civil partner or the person who looks after children or qualifying young persons for you, have any boarders or lodgers?

No Please go to Part 15.

Yes Please tell us about this.

How much does each boarder or lodger pay each week?

Boarder 1

Boarder 2

Boarder 3

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.

Part 15 About occupational and personal pensions

Does your spouse, civil partner or the person who looks after children or qualifying young persons for you, get an occupational pension or a personal pension?

No Please go to **Part 16**.

Yes Please tell us about each pension.

Pension 1

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.

--

Important – please provide proof of their pension income, this could be one of the following

- a letter of entitlement from their employer or insurance company who pay the pension
- a payment advice notice from their pension provider
- a current wage slip showing details of their pension income

We need to see original documents, photocopies are not acceptable.

Failure to do so may affect your claim.

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**.

Important – please provide proof of their pension income, this could be one of the following

- a letter of entitlement from their employer or insurance company who pay the pension
- a payment advice notice from their pension provider
- a current wage slip showing details of their pension income

We need to see original documents, photocopies are not acceptable.

Failure to do so may affect your claim.

Part 17 of 48 of the form

Part 17 About benefits and state pensions

Any money paid by the Department for Work and Pensions or any other government department to

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

may affect the amount of extra Incapacity Benefit that you can get.

Money paid to another person for you or anyone you are claiming for may also affect the amount of extra Incapacity Benefit that you can get.

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

Benefit 1

Name of benefit

Who is the benefit paid to?

Benefit reference number

This is on letters about the benefit.

How much is paid each week?

Which office deals with the benefit?

Benefit 2

Name of benefit

Who is the benefit paid to?

Benefit reference number

This is on letters about the benefit.

How much is paid each week?

Which office deals with the benefit?

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

Section 3 More information we need

Part 18 Making payments to you

We normally pay benefits directly into an account. This is the safest way to pay you and lets you choose how and when you get your money. You can use a bank, building society or other account provider. Most accounts allow you to make savings on some of your bills by paying them by Direct Debit. You may be able to use a cash machine, which will usually mean you can get your money at any time of the day or night. Most of these machines can be used for free, but some of them may charge you to take your money out. If so, you will be warned by a message on the screen. This will give you the opportunity to cancel your transaction without being charged. There are arrangements with some banks and building societies to let you collect cash from many of their accounts over the counter at post offices.

A – Payment directly into an account

How you will be paid

Your benefit will be paid into the account every 2 weeks unless you choose to be paid every 4 weeks or every 13 weeks.

If you choose to be paid every 2 weeks

The money will be paid into an account for you on the last bank working day in each 2-week period.

If you choose to be paid every 4 weeks

The money will be paid into an account for you on the last bank working day in each 4-week period. Your first payment might cover a period of 2 to 5 weeks, but after this all payments will cover a 4-week period.

If you choose to be paid every 13 weeks

The money will be paid into an account for you on the last bank working day in each 13-week period. Your first payment might cover a period of 2 to 14 weeks, but after this all payments will cover a 13-week period.

Finding out how much is paid into the account

We will tell you when the first payment will be made and how much it is for. Each payment, after the first one, should be for the same amount unless there is a change in your circumstances. We will tell you whenever we know there is going to be a change in the amount we pay into your account.

You can check your benefit payments on your account statements. Your statements will usually show your National Insurance (NI) number next to payments that are from us. If you think your payment is wrong, get in touch with the office that pays you.

A – Payment directly into an account – continued

Getting someone to collect your benefit

You may be able to get someone else to collect your benefit for you regularly if you wish. For help with this please contact your bank, building society or other account provider such as the Post Office® or a Credit Union.

If not enough money is paid into the account

If we do not pay enough money into the account, we will make another payment or add the money we owe you onto your next payment. We will contact you to tell you what we are going to do.

Sometimes we may pay too much money into the account and you may be overpaid

If this is because of the way the system works for payments directly into an account, we have the right to recover any money you are not entitled to. For example, you may give us information which means you are entitled to less money but we may not be able to change the amount already sent out. We will contact you first if we propose to recover any money.

What to do now

To tell us about the account you want to use for your benefit,

go to Section B

or

if you do not already have a suitable account,

go to Section D.

B – About the account you want to use

Tick this box if you agree to be paid directly into an account and understand the information in **Section A** about being overpaid.

Please give your account details on the next page. You must fill in ALL the boxes including the building society roll or reference number if you have one.

You can find the account details on the cheque book, passbook or statements. If you are not sure about the details, ask the bank, building society, or other account provider.

C – How often can I be paid?

How often do you want your benefit to be paid?

Every 13 weeks Every 4 weeks Every 2 weeks

D – If you did not complete Section B

Please read the notes below then tick Box 1 or Box 2.

If you have an account but you do not wish to use it, for example a joint account, any bank or building society will help you open an account that suits you better. Remember to ask whether their accounts allow you to get your money from the Post Office®, if this is important to you.

● Basic bank accounts

If you have had problems opening a current account, or if you are worried about being overdrawn, you could ask any bank or building society about opening a basic bank account. These are available from all major banks and offer free banking with no overdraft facility. You can use these accounts to pay money in, pay bills automatically and get cash out. Many basic bank accounts also allow you to get cash from post offices.

● Other accounts

Alternatively, you can be paid into some Credit Union accounts or a Post Office® card account. These accounts may have restrictions on the services provided.

Tick the box that applies to you.

Box 1

I intend to open an account.

Any bank, building society or other account provider will help you open an account. If you want to get your money at the Post Office®, check that the account allows you to do this. **If you want us to pay into an account, tell us your account details as soon as you have them.**

Box 2

I would like information about how I can be paid by other means.

We will contact you about your payment options. If, in the meantime, you want more information about opening an account, please contact us.

**Complete the claim form and send it to us now.
Do not wait until you have opened an account.**

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** section 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** section at **Part 21**.

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

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

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

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

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

We will get in touch with you about this.

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

Your name

Mr/Mrs/Miss/Ms

Date of birth

/ /

Letters Numbers Letter

National Insurance (NI) number

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

Your address

Postcode

Daytime phone number

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

What is this number?
Please tick.

Home Work Mobile Fax

- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I understand** that I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of, that benefit.
- **I agree** that
 - the Department for Work and Pensions
 - any doctor 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 doctor 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 required 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 **receive** 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 number is **0800 88 22 00**. The person you speak to will be able to give you general advice about the benefit. They can also tell you about other organisations that may be able to help you.

If you have problems with hearing or speaking and use a textphone, ring **0800 24 33 55**. If you do not have your own textphone system, they are available in some libraries and Citizens Advice Bureau.

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

Part 25 Check list

Please read the following list.

Tick the boxes to show which documents you are enclosing.

Your birth certificate	<input type="checkbox"/>	P45	<input type="checkbox"/>
Spouse or civil partner's birth certificate	<input type="checkbox"/>	Proof of your pension income	<input type="checkbox"/>
Marriage or civil partnership certificate	<input type="checkbox"/>	Proof of pension income for your spouse, civil partner or someone looking after a child or qualifying young person for you	<input type="checkbox"/>
Medical certificate	<input type="checkbox"/>		
SSP1	<input type="checkbox"/>	Details of education, training or apprenticeship	<input type="checkbox"/>
SSP1(L)	<input type="checkbox"/>	Payslip for your spouse, civil partner or someone looking after children or qualifying young persons for you	<input type="checkbox"/>

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 obtain information from others to check the information you provide and to improve our services, and may give information to other organisations as the law allows, for example to safeguard against crime.

To find out more about how we use information, ask for leaflet **GL33 DWP and Your Personal Information** at any of our offices, or visit our website www.dwp.gov.uk/privacy.asp