

Part 6: About statutory payments

We need to know about any statutory payments you are getting from your employer, or have claimed in the past. We will tell you if they affect your Employment and Support Allowance.

These types of payments are required by law. They are paid by an employer to an employee if the employee satisfies the qualifying conditions.

For example, you must tell us about:

- Statutory Adoption Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Sick Pay

Are you getting or waiting to hear about any statutory payments now?

Name of the statutory payment

Who do you get your statutory payment from?

How much money do you get and how often?

What day is it paid?

Have you ever had a statutory payment in the past?

Name of the statutory payment

Who did you get your statutory payment from?

How much money did you get and how often?

What day was it paid?

If you need to tell us about any other statutory payments, tell us in **Part 20 Other information**.

You

No ☐

Yes ☐ Please tell us about this below.

£ every weeks / months

No ☐ Go to **Part 7 About pensions**.

Yes ☐ Please tell us about this below.

£ every weeks / months

Your partner

No ☐

Yes ☐ Please tell us about this below.

£ every weeks / months

No ☐ Go to **Part 7 About pensions**.

Yes ☐ Please tell us about this below.

£ every weeks / months

Part 7: About pensions

Have you been getting a pension from the date we've put on the front of this form or are you waiting to get a pension?

By 'pension' we mean:

- an occupational pension
- a personal pension
- a retirement annuity contract, or
- payment from the Armed Forces Compensation Scheme

Do not tell us about State Pension here.

Tick **Yes** if you get:

- regular pension payments
- an annual compensation payment from a previous job
- lump-sum payments from an occupational or personal pension. These could be paid yearly
- payments from the Pension Protection Fund
- Financial Assistance Scheme payments

What type of pension are you getting or waiting to get?

You

- No ☐ Go to **Part 8 About permanent health insurance.**
- Yes ☐ Please tell us about this below.
If you have more than one pension, please tell us about them in **Part 20 Other information.**

Please send us proof of your pension income.

For example:

- a letter of entitlement from your employer or the 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. You do not need to send proof of a payment from the Armed Forces Compensation Scheme.

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

- Personal pension ☐
- Occupational, work or employee's pension ☐
- Retirement annuity contract ☐
- An annuity is like an insurance policy. You use your pension fund to buy a guaranteed income for life.
- Public service pension ☐
- Pension paid to you as a beneficiary ☐

Your partner

- No ☐ Go to **Part 8 About permanent health insurance.**
- Yes ☐ Please tell us about this below.
If your partner has more than one pension, please tell us about them in **Part 20 Other information.**

Please send us proof of your partner's pension income. For example:

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

Send us the original documents. Do not send us photocopies. You do not need to send proof of a payment from the Armed Forces Compensation Scheme.

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

- Personal pension ☐
- Occupational, work or employee's pension ☐
- Retirement annuity contract ☐
- An annuity is like an insurance policy. You use your pension fund to buy a guaranteed income for life.
- Public service pension ☐
- Pension paid to you as a beneficiary ☐

Part 7: About pensions continued

Name and address of your pension provider
If you have more than one pension provider please tell us about them in **Part 20 Other information**.

The phone number of your pension provider

Pension or policy reference number

How much is the pension **before** any deductions?
For example, deductions like income tax.

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

How much are the deductions and what are they for?

When did the pension start, or when will it start?

Date of first payment

Will the pension increase?

How much will your pension be after the increase?

Did you choose to take regular income from the pension scheme instead of buying an annuity?

Did you inherit your pension?

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| No | <input type="checkbox"/> |
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| Yes | <input type="checkbox"/> | Date of first payment after the increase |
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| No | <input type="checkbox"/> |
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| Yes | <input type="checkbox"/> | Was this the maximum income you could take? |
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| No | <input type="checkbox"/> |
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| Yes | <input type="checkbox"/> |
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Your partner

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| No | <input type="checkbox"/> |
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| Yes | <input type="checkbox"/> | Date of first payment after the increase |
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| No | <input type="checkbox"/> |
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| Yes | <input type="checkbox"/> | Was this the maximum income they could take? |
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| No | <input type="checkbox"/> |
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| Yes | <input type="checkbox"/> |
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Part 8: About permanent health insurance

Are you waiting to hear about any permanent health insurance payment?

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

Have you had a permanent health insurance payment since the date we've put on the front of this form?

If you have more than one permanent health insurance payment, please tell us about them in **Part 20 Other information**.

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

Their phone number

Has your contract of employment ended with this employer?

Have you contributed more than half the premiums towards any permanent health insurance payment?

You

No ☐

Yes ☐

No ☐ Go to **Part 9 Education, training and apprenticeship**.

Yes ☐

Code Number

No ☐

Yes ☐ When did it end?

 / /

No ☐

Yes ☐

Your partner

No ☐

Yes ☐

No ☐ Go to **Part 9 Education, training and apprenticeship**.

Yes ☐

Code Number

No ☐

Yes ☐ When did it end?

 / /

No ☐

Yes ☐

Part 9: Education, training and apprenticeship

Have you done a course of education, training or apprenticeship since the date we've put on the front of this form?

If you are still doing the course, tick **Yes**.

What was the course?

Please tick all boxes that apply.

Name of course, training scheme or apprenticeship

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

Number of hours a week that you attend or did attend

Start date and official end date

Do you have a final examination date?

Were you or are you you eligible for a student loan or grant?

Were you or are you you getting a student loan or grant?

You

No ☐ Go to **Part 10 Where you live**.

Yes ☐ Please tell us about this below.

Education ☐

Training ☐

Apprenticeship ☐

Postcode

hours

/ / to / /

No ☐

Yes ☐ What is this date?

/ /

No ☐

Yes ☐

No ☐

Yes ☐ What is the reference number?

Your partner

No ☐ Go to **Part 10 Where you live**.

Yes ☐ Please tell us about this below.

Education ☐

Training ☐

Apprenticeship ☐

Postcode

hours

/ / to / /

No ☐

Yes ☐ What is this date?

/ /

No ☐

Yes ☐

No ☐

Yes ☐ What is the reference number?

Part 10: Where you live

Have you lived with with parents, relatives or friends as part of their family since the date we've put on the front of this form?

Full name of the head of the household

Title

Relationship to you

For example, parent, friend or relative.

Have you shared the rent or mortgage for the place where you live with anyone else since the date we've put on the front of this form?

If you just share with your partner, tick **No**.

Have you rented your home from a council since the date we've put on the front of this form?

Tick **Yes**:

- if the council is paying for you to stay in bed and breakfast accommodation, or a hotel
- if you do not pay rent because you get Housing Benefit

Have you paid a private landlord, landlady or housing association for the place where you live since the date we've put on the front of this form?

Tick **Yes** if you:

- just pay for the place where you live
- pay for meals as well as the place where you live
- live in a hotel, guest house or hostel

You

No ☐

Yes ☐

Tell us their name, title and relationship to you below, then please go to **page 18**.

Mr Mrs Miss Ms

Other title

No ☐

Yes ☐

Names of the people you share with.

No ☐

Yes ☐

Name and address of the council.

Postcode

No ☐

Yes ☐

Please tell us their name and address.

Postcode

Your partner

No ☐

Yes ☐

Tell us their name, title and relationship to you below, then please go to **page 18**.

Mr Mrs Miss Ms

Other title

No ☐

Yes ☐

Names of the people they share with.

No ☐

Yes ☐

Name and address of the council.

Postcode

No ☐

Yes ☐

Please tell us their name and address.

Postcode

Part 10: Where you live continued

Have you paid any service charges for the place where you live since the date we've put on the front of this form?

For example, the cleaning and maintenance of stairs and hallways.

How much do you pay and how often?

If you have any papers about the service charge, please send them to us with this form.

Has any place where you have lived, since the date we've put on the front of this form, been a Crown tenancy or under a long term agreement?

By crown tenancy we mean where your landlord is the crown or a government department.

Are you already getting, waiting to hear about or intending to claim Housing Benefit or apply for a Council Tax reduction, or both?

Housing Benefit and Council Tax reduction do not affect the amount of Employment and Support Allowance you can get.

You

No ☐

Yes ☐

£ every weeks / months / year

No ☐

Yes ☐

No ☐

Yes ☐

Your partner

No ☐

Yes ☐

£ every weeks / months / year

No ☐

Yes ☐

No ☐

Yes ☐

To claim Housing Benefit, fill in the form **HCTB1**. You can get the form from your local council or print it off from gov.uk. Then send the completed form **HCTB1** to your local council. For more information about Housing Benefit or if you wish to apply for a reduction in your Council Tax please contact your Local Authority.

Did you claim Housing Benefit or apply for a reduction in your Council Tax with a previous claim for:

- Jobseeker's Allowance
- Income Support, or
- Employment and Support Allowance?

No ☐

Yes ☐

Did you get an extra 4 weeks payment for your rent or council tax reduction when you started work after your previous claim?

No ☐

Yes ☐

No ☐

Yes ☐

Did they get an extra 4 weeks payment for rent or council tax reduction when they started work after their previous claim?

No ☐

Yes ☐

Part 11: Coming to the United Kingdom from abroad

Everyone must answer these questions, if you do not your claim may be delayed.

By the United Kingdom (UK) we mean England, Scotland, Wales and Northern Ireland.

Are you or your partner UK nationals?

By a UK national we mean someone from England, Scotland, Wales or Northern Ireland.

You

No ☐

Yes ☐

Your partner

No ☐

Yes ☐

If a UK national, do you or your partner have the right of abode in the UK?

For example, you have the right of abode in the UK if you are a British citizen.

By the right of abode we mean you:

- are free from immigration control, and
- do not need the permission of an immigration officer to enter the UK, and
- can live and work in the UK without restriction

No ☐

Yes ☐

No ☐

Yes ☐

At any time, have you or your partner come to live or returned to live in the United Kingdom (UK) from abroad?

No ☐

Go to **Part 12 About children and qualifying young persons.**

Yes ☐

Please tell us about this on **page 19.**

And please send passport or immigration documents for the people you tell us about below with this form. Or you can bring the passport or documents to your local 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.**

No ☐

Go to **Part 12 About children and qualifying young persons.**

Yes ☐

Please tell us about this on **page 19.**

And please send passport or immigration documents for the people you tell us about below with this form. Or you can bring the passport or documents to your local 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.**

Part 11: Coming to the United Kingdom from abroad continued

What is your nationality?

You

Which country have you come from?

What date did you come to the UK?

Was this to work in the UK?

No ☐

Yes ☐

Has the Home Office put a limit on how long you can stay in the UK?

No ☐

Yes ☐

Does your passport say **no recourse to public funds**?

No ☐

Yes ☐

If you have lived in the UK before, when did you last leave the UK?

Have you or your partner come to the UK under the Family Reunion Scheme?

No ☐

Yes ☐ Please go to next question.

Your partner

No ☐

Yes ☐

No ☐

Yes ☐

No ☐

Yes ☐

No ☐

Yes ☐ Please go to next question.

For office use

eHRT completed? No ☐

Yes ☐

Passport with UK visa /
UK residence permit provided?

No ☐

Yes ☐

Have you or your partner come to the UK under a sponsorship undertaking?

A 'sponsorship undertaking' is a form that a relative must sign to say that they will pay for your living expenses if you settle in the UK. You can find out more by visiting www.gov.uk/browse/citizenship. A sponsorship undertaking is not the same as the Family Reunion Scheme.

Who is being sponsored?

Name of the sponsor

Address of the sponsor

Home Office reference number

What date did the sponsor sign the sponsorship undertaking?

You

No ☐

Yes ☐ Please tell us about this below.

Postcode

If more than one sponsor signed the sponsorship undertaking, please tell us about them in **Part 20 Other information**.

We may get in touch with you for more information.

Your partner

No ☐

Yes ☐ Please tell us about this below.

Postcode

If more than one sponsor signed the sponsorship undertaking, please tell us about them in **Part 20 Other information**.

We may get in touch with you for more information.

For office use

UK visa / UK residence permit / NASS35 provided?

No ☐

Yes ☐

Part 11: Coming to the United Kingdom from abroad continued

Please answer all of these questions, even if you think they do not apply to you.

Are you or your partner an asylum seeker?

You

No ☐

Yes ☐

Your partner

No ☐

Yes ☐

Did you first apply for asylum before 3 April 2000?

No ☐ If you are still an asylum seeker, you will not usually be able to get benefit. But you may be able to get help from the Home Office.

Yes ☐ Send us proof of the asylum application with this form. Or you can bring the proof to your local Jobcentre Plus.

/ /

No ☐ If you are still an asylum seeker, you will not usually be able to get benefit. But you may be able to get help from the Home Office.

Yes ☐ Send us proof of the asylum application with this form. Or you can bring the proof to your local Jobcentre Plus.

/ /

What was the date when you got the successful decision of your asylum application?

Have you or your partner been supported by the Home Office while waiting for a decision on your asylum application?

No ☐

Yes ☐ Send us details of any support given to you by the Home Office. For example, a letter from the Home Office which tells us about these things.

No ☐

Yes ☐ Send us details of any support given to you by the Home Office. For example, a letter from the Home Office which tells us about these things.

Part 12: About children and qualifying young persons

Have you had any children or qualifying young persons living permanently in your household who are dependent on you since the date we've put on the front of this form? Do not include:

- foster children
- children or qualifying young persons who are boarded out with you while they wait to be adopted

No ☐ Go to **Part 13 About bank and building society accounts, savings and property.**

Yes ☐ Please tell us about these children or qualifying young persons below.

- We use 'child' to mean a person aged 15 and under 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.

Children or qualifying young persons living permanently in your household who are dependent on you

Relationship to you

For example, son, daughter, niece, grandson, stepdaughter or none.

Relationship to your partner

Are you getting or have you claimed Child Benefit for this child or qualifying young person?

Does the child or qualifying young person have a parent or parents who live somewhere else?

Surname

Other names

Date of birth

Male or female

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Tell us in **Part 20 Other information:**

- if you have more than 8 children or qualifying young persons
- if you have any children or qualifying young persons who normally live with you but are in boarding school or local authority care

If you have told us about a child or qualifying young person who has a parent who lives somewhere else, ask for a leaflet **DWP007 about child maintenance options if you are claiming benefits.** You can get it from Jobcentre Plus.