

## Part 16: Owning your home

### Do you or your partner own your own home?

If the home is on a mortgage or loan, or if it is leasehold or freehold, tick **Yes**.

No ☐ Go to **Part 17 Living in a care home**.

Yes ☐ You may be eligible for a reduction in your Council Tax. Contact your local council or visit **www.gov.uk** for more information on how to apply. This will not affect the amount of Employment and Support Allowance you get.

### Do you or your partner have a mortgage or loan on your home?

No ☐

Yes ☐

### Do you or your partner have an insurance policy to pay the mortgage or home loan if you become unemployed or ill?

No ☐

Yes ☐ Have you made a claim on the insurance policy?

No ☐

Yes ☐

### Is any part of the place where you live rated as a business?

No ☐

Yes ☐

### Do you or your partner pay ground rent?

By ground rent we mean a regular payment of rent paid to the freeholder.

Please send us proof of your ground rent. For example, your lease.

No ☐

Yes ☐ How much is paid, and how often?

£ every weeks / months / year

### Is your or your partner's home leasehold?

No ☐

Yes ☐ When the lease was first granted, was it for more than 21 years?

No ☐

Yes ☐

## Part 17: Living in a care home

### Have you or your partner lived in a care home since the date we've put on the front of this form?

#### You

No ☐ Go to **Part 18 Your circumstances**.

Yes ☐

#### Your partner

No ☐ Go to **Part 18 Your circumstances**.

Yes ☐

### When did you move to the address where you live now?

/ /

/ /

## Part 17: Living in a care home continued

Did you or your partner's savings add up to £10,000 or more since the date we've put on the front of this form?

**You**

No ☐

Yes ☐

Please send us proof of your savings with this form. For example, a recent bank statement or a savings book updated within the last month.

**Your partner**

No ☐

Yes ☐

Please send us proof of your savings with this form. For example, a recent bank statement or a savings book updated within the last month.

Are you or your partner paying for this care out of your savings?

No ☐

Yes ☐

No ☐

Yes ☐

Are you or your partner living in a care home temporarily?

No ☐

Yes ☐

How long do you expect to stay?

No ☐

Yes ☐

How long do you expect to stay?

Are you friends or family paying for this care?

No ☐

Yes ☐

No ☐

Yes ☐

Did you or your partner ever own your home before you moved to where you live now?

No ☐

Yes ☐

Go to **Part 18 Your circumstances**.

No ☐

Yes ☐

Go to **Part 18 Your circumstances**.

Who owned the home?

☐ You

☐ Your partner

☐ Both of you

Has it been sold?

No ☐

Yes ☐

When was it sold?

 /  / 

How much was it sold for?

 £

If it has not been sold, does anyone live there?

No ☐

Yes ☐

We will write to you about this.



## Part 18: Your circumstances

Have you separated from a person who used to be your partner since the date we have put on the front of this form?

If you need to tell us about more than one person, please tell us about them in **Part 20 Other information**.

Surname

Other names

Address

Date of birth

National Insurance number, if you know it

When did you separate?

Is this separation temporary?

Has this person gone abroad?

### You

No ☐ Go to **page 37**.

Yes ☐ Please tell us about this below.

Postcode

Letters

Numbers

Letter

No ☐

Yes ☐ Please tell us about this below.

For example, the reason for the separation and how long you expect it to last.

No ☐

Yes ☐ Have they gone abroad permanently?

No ☐

Yes ☐

### Your partner

No ☐ Go to **page 37**.

Yes ☐ Please tell us about this below.

Postcode

Letters

Numbers

Letter

No ☐

Yes ☐ Please tell us about this below.

For example, the reason for the separation and how long you expect it to last.

No ☐

Yes ☐ Have they gone abroad permanently?

No ☐

Yes ☐

## Part 18: Your circumstances continued

**Will the person who used to be your partner keep paying anything towards the rent or mortgage, or any household bills?**

What is this payment for?

How much do you expect to get?

When will you get this payment?

How often will this be paid?

If you need to tell us about more payments, please tell us about them in **Part 20 Other information**.

**If the person who used to be your partner is still paying towards your mortgage, who do they make payments to?**

**Has the person who used to be your partner stopped paying you money?**

What was this payment for?

How much did you get?

When was this paid?

No ☐

Yes ☐ Please tell us about this below.

**Payment 1**

**Payment 2**

**Payment 3**

**Payment 4**





£

£

£

£

/  /

/  /

/  /

/  /





☐ Direct to you

☐ Direct to your lender

No ☐

Yes ☐ Please tell us about the last payment you received.

£

/  /



## Part 19: How we pay you

**Have we ever paid money into your account before?**

No ☐ Please read the notes and tell us about the account you want to use on the next page.

Yes ☐ Go to the next question.

**Do you want us to pay your money into the same account?**

No ☐ Please read the notes and tell us about the account you want to use on the next page.

Yes ☐ Go to **Part 20 Other information**.

### **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 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**

Sometimes we might pay you too much money. We call this an overpayment. An overpayment can result for a number of reasons for example, there was a change in your circumstances and we didn't know about it. The law says we can take back any money we shouldn't have paid you.

**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 claimant, the account should be in your name only.

## Name of the account holder

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

## Full name of bank or building society

## Sort code

Please tell us all 6 numbers, for example: 12-34-56.

## 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 get other benefits and entitlements we do not pay into an account. If you want us to pay them into the account above, please tick this box.

**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.



## Part 20: Other information

Please 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 that you:

- tell us who the information is about, **and**
- put your full name and National Insurance number on each sheet of paper, **and**
- sign and date each sheet that you use

## Part 21: Filling in this form for someone else

Are you filling in this form for someone else?

No ☐ Go to **Part 22 Declaration**.

Yes ☐ Tell us about yourself below.

Surname

Other names

Any other surnames you have been known by

Title

Mr Mrs Miss Ms

Other title

Date of birth

Letters

Numbers

Letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**National Insurance number**

You can get this from payslips or from tax papers.

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Mobile phone number

Daytime phone number, if different

work

☐

home

☐

mobile

☐



## Part 21: Filling in this form for someone else continued

Are you signing this form for someone else?

No ☐ Go to **Part 22 Declaration**.

Yes ☐ 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.

Tick one of the boxes below.

Are you signing this form on their behalf because

they 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 22**.

Are you signing this form on their behalf because they are a receiver or deputy for them under a Court 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 22**.

Are you signing this form on their behalf because the Department for Work and Pensions has already appointed me to get their benefits and deal with letters about their benefits.

☐

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

Are you signing this form on their behalf because they cannot manage their own affairs because of disability, illness or health condition.

☐

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.

Are you signing this form on their behalf because they can't sign for themselves because of their disability, illness or health condition.

☐

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.

## Part 22: Declaration

Please read the Notes at the front of this form, and the text below.  
Then sign and date the form at the bottom of this page.

- **I declare** that I have read and understand the notes at the front of this form, the information I have given on this form is correct and complete and I have included all my income and savings.
- **I understand** that I must report all changes in my circumstances which may affect my entitlement promptly and by failing to do so I may be liable to prosecution or face a financial penalty. I will phone **0800 169 0310**, or write to the office that pays my benefit, to report any change in my circumstances.
- **If I give false** or incomplete information or fail to report changes in my circumstances promptly, I understand that my Employment and Support Allowance may be stopped or reduced and any overpayment may be recovered. In addition, I may be prosecuted or face a financial penalty.
- **I agree** that:
  - the Department for Work and Pensions
  - any approved health care professional advising the Department
  - any organisation with which the Department has a contract for the provision of assessment 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 health care professional or organisation or to the Department.
- **I also understand** that the Department may use the information which it has now or may get in the future to decide whether I am entitled to:
  - the benefit I am claiming
  - any other benefit I have claimed
  - any other benefit I may claim or be awarded in the future
- **I agree** to my doctor, or any doctor treating me, being informed about the Secretary of State's determination on:
  - limited capability for work
  - limited capability for work related activity, or
  - both

**I have provided this information so you can decide if I am entitled to income-related ESA.**

Signature

Date

Please tick this box if someone filled in this form for you. ☐

You may find it helpful to make a photocopy of your reply for future reference.



## Part 23: What to do now

### Check

that you have answered all the questions on this form that apply to you and your partner, if you have one.

### Check

that you have given us ALL your account details in **Part 19 How we pay you** if you want to be paid directly into your account.

### Check

that you have signed and dated this form and any separate sheets of paper you are enclosing.

### Check

**that you have sent us all the documents we have asked for. Use the checklist below.**

### Proof of identity

It is important that we can be sure of your identity for your claim to Employment and Support Allowance. We may need to ask you more questions about this. We may also need to see official documents that help prove your identity.

A National Insurance number is not proof of identity.

Even if you do not have all the documents we ask for, **send this form back to us straight away**. Send us the documents you do not have later.

**You may lose benefit if you do not provide original documents within one month of the date that your claim form was sent to you.**

You	Your partner		You	Your partner		You	Your partner	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Claim form</b> This Employment and Support Allowance claim form.	<input type="checkbox"/>	<input type="checkbox"/>	<b>About money</b> Proof of savings over £5,500 including any share certificates.	<input type="checkbox"/>	<input type="checkbox"/>	<b>About work, education or training</b> The last 5 weekly payslips or last 2 monthly payslips, if you or your partner are still working.
<input type="checkbox"/>	<input type="checkbox"/>	<b>About you and your partner</b> Any passport or immigration documents we have asked for.	<input type="checkbox"/>	<input type="checkbox"/>	Proof of savings over £10,000, if you or your partner live in a care home.	<input type="checkbox"/>	<input type="checkbox"/>	Discharge papers if you have just left HM Forces.
<input type="checkbox"/>	<input type="checkbox"/>	Any proof we have asked for about an asylum application or asylum decision.	<input type="checkbox"/>	<input type="checkbox"/>	Proof of any pension income you have told us about.	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	Proof of any payments from a credit insurance policy.			
			<input type="checkbox"/>	<input type="checkbox"/>	Any proof we have asked for about any other money coming in.			

## Part 24: Where to send your completed form and documents

Send this form and any documents we have asked for in the enclosed envelope.

## Part 25: What happens next

- If we can pay you income-related Employment and Support Allowance we will write to tell you how your benefit has been worked out and how you will be paid.
- If we can't pay you income-related Employment and Support Allowance we will write to tell you why and what to do if you disagree with the decision.
- If you have claimed Housing Benefit or applied for a reduction in Council Tax, your local council will get in touch with you.
- We will not be able to deal with your claim and may have to send your claim form back to you if:
  - you have not answered all the questions on this form that apply to you and your partner, if you have one, or
  - you have not provided all the documents we have asked for.

08 DEC 2018  
RECEIVED

### For our use

#### Declaration

The answers I have given to the questions on this form have been read back to me. I agree they are correct and complete as far as I know and believe.

Claimant's signature

Date

Interviewing officer's signature

Interviewing officer's name