

Employment and Support Allowance

We need some more information from you because your circumstances have changed

Only fill in this form if

- your contribution-based ESA claim has stopped and you want to claim income-related ESA, or
- you're already getting income-related ESA and you now have a partner living in the same household.

Don't complete this form if you need to tell us about any other type of change.
Call us on **0345 608 8545** and let us know what's changed.

If you would like this form in Braille, large print or audio, please call Jobcentre Plus on **0345 608 8545** and tell us what you need.

This form is available in Welsh if you live in Wales. If you wish to speak with us in Welsh, please call us on **0800 012 1888**

What you need to do now

Read the notes before filling in this form.

When you fill it out, answer all the questions that apply to you and your partner, if you have one. Send us the completed form, in the enclosed envelope, with all the documents we have asked you for. Please note, it can take 7 days to reach us by post.

Send the form back to us within one month of the date on the letter that came with this form. If you don't, you may only get benefit from the date we get all the information we need.

If you need help filling in this form

If you have any difficulties filling out this form, someone else can do it for you. You can ask a friend or relative or an organisation that you know and trust to help you.

Please fill in this form using BLACK INK and CAPITAL LETTERS.

For our use:

Office code

Issue date / /

jobcentreplus

Department for
Work and Pensions

ESA3 09/17

Notes

What is Employment and Support Allowance?

Employment and Support Allowance (ESA) is a benefit for people who have a disability, illness or health condition that affects their ability to work.

Work capability assessment (WCA)

As part of your claim to ESA, you'll be asked to take part in a Work Capability Assessment (WCA). We will ask you to read, fill in and return a questionnaire about how your disability, illness or health condition affects your ability to work. You may then be asked to go to a face-to-face assessment with a Healthcare Professional.

Please note: The face-to-face assessment is not a medical examination. It is to help us understand to what extent your disability, illness or health condition affects your ability to work.

This means we can give you the right support to help you work when you can. This could include work you haven't thought about before.

Not everyone is asked to go, but if you are given an appointment, it's important you attend. Your ESA payments could stop if you do not, without good reason, complete the questionnaire or go to your appointment.

To find out more about ESA visit [gov.uk/benefits](https://www.gov.uk/benefits)
To find out more about the WCA visit [chdauk.co.uk](https://www.chdauk.co.uk)

Work focused interviews

We may ask you to go to work focused interviews that will help you get back into work. We will contact you about these. If you do not take part in these interviews, we may reduce your benefit.

Payments of ESA could be reduced if you don't take part in these meetings if you're asked to.

Contribution-based Employment and Support Allowance (ESA(C))

You may get contribution-based ESA if you have paid or been credited with enough class 1 or class 2 National Insurance contributions in the last two relevant tax years. You won't get contribution-based ESA if you have credits only and no paid contributions.

Depending on the outcome of a WCA, contribution-based ESA is paid for a maximum of 365 days if you're placed in the work-related activity group. There's no time limit on how long you can claim contribution-based ESA if you're in the support group.

You may get contribution-based ESA if you've lived or worked abroad and paid enough UK National Insurance (or the equivalent in an EEA or other country with which the UK has an agreement).

You may get a lower amount of benefit if you get

- other benefits
- a personal or occupational pension
- a public service pension.

Your savings will not affect your contribution-based ESA.

Income-related Employment and Support Allowance (ESA(IR))

You may be able to get income-related ESA if your contribution-based ESA has ended. How much you could get depends on your situation:

You can claim income-related Employment and Support Allowance for

- you and your partner
- some housing costs.

You may get a lower amount of income-related ESA if you or anyone you are claiming for has

- savings over £6,000
- money coming in each week. For example
 - earnings from part-time work
 - other benefits
 - your partner's earnings
 - personal or occupational pensions.

You won't be able to get to income-related ESA if your partner is working more than 24 hours a week (this doesn't apply to some jobs such as childminder and charity worker) or you have more than £16,000 in joint savings.

If you are claiming for a partner

We may ask your partner to go for work focused interviews. If we need your partner to go for an interview, we'll contact them after you've been getting income-related ESA for 26 weeks or more.

If they don't take part in these interviews, it may affect your benefit.

A partner is

- a person you live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple.

Notes *continued*

Child Tax Credit

ESA does not include money for children or qualifying young people. But you can claim Child Tax Credit.

To find out more about Child Tax Credit visit

www.gov.uk/browse/benefits

How the Department for Work and Pensions collects and uses information

When we collect information about you we may use it for any of our purposes. These include dealing with:

- social security benefits and allowances
- child support
- employment and training
- financial planning for retirement
- occupational and personal pension schemes.

We may get information about you from others for any of our purposes if the law allows us to do so. We may also share information with certain other organisations if the law allows us to.

To find out more about how we use information, visit our website at

www.gov.uk/personal-information-charter
or contact any of our offices.

Our service standards

Details of the standard of service you can expect from us can be found by searching for DWP Service Standards at **www.gov.uk**

You can access our website from many libraries.

For more information please contact Jobcentre Plus.

More information

To find out more, ask for a leaflet about Employment and Support Allowance from Jobcentre Plus. Or visit

www.gov.uk/browse/benefits

Part 1: About you and your partner

We use 'partner' to mean

- a person you live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple.

Surname

First name and any other names

Any other surnames you have been known by

Title

Date of birth

Email address

National Insurance (NI) number

You can get this from payslips or from tax papers.

Address

Please tell us your address, and tell us your partner's address, if it is different.

Address, if different in the last 3 years

If you need to tell us about more than one other address, use the space in **Part 22 Other information**.

Mobile phone number This is the number we'll use to send you a text if we need to.

Daytime phone number, if different

You

Everyone must fill in this column.

Mr Mrs Miss Ms Other title

Letters Numbers Letter

Postcode

Postcode

Code Number

work home

Your partner

Fill in this column if you have a partner.

Mr Mrs Miss Ms Other title

Letters Numbers Letter

Postcode

Postcode

Code Number

work home

Part 1: About you and your partner continued

Nationality

For example, British.

If you are homeless please tell us where we can get in touch with you

You

Please say where we can get in touch with you in the box below.

Postcode

Your partner

Please say where we can get in touch with you in the box below.

Postcode

What is your marital or civil partnership status?

We use 'partner' to mean

- a person you live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple.

Tick all the boxes that apply. If you tick more than one box, please tell us why in **Part 22 Other information**.

- Married or civil partner
- Divorced or civil partnership dissolved
- Single
- Separated
- Living together
- Widowed or surviving civil partner

Date became widowed or surviving civil partner

- Married or civil partner
- Divorced or civil partnership dissolved
- Single
- Separated
- Living together
- Widowed or surviving civil partner

Date became widowed or surviving civil partner

Are you expecting a baby?

If you are expecting a baby or have a child under four, you may qualify for Healthy Start vouchers and vitamins. Call the Healthy Start helpline on **0845 607 6823** or visit **www.healthystart.nhs.uk** for an application leaflet.

- No Go to **Part 2**
- Yes What date is the baby due?

- No Go to **Part 2**
- Yes What date is the baby due?

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

- No
- Yes What date was the baby born?

- No
- Yes What date was the baby born?

Part 2: About your claim

From what date do you want us to look at your claim again? This will usually be the date that your circumstances changed.

You

If you have a partner do they agree to you making this claim again?

- No Still tell us **as much as you can** about your partner.
- Yes Your partner may need to go to a work focused interview if you are claiming for them.

Part 3: Special rules

We have **special rules** for people who are terminally ill (this means people who are not expected to live longer than another six months).

If the special rules apply to you then you will get the higher rate of ESA from the date your claim was made. We call this the main phase rate.

Do you think that the special rules apply to you?

You

- No Go to **Part 4 About your disability, illness or health condition**
- Yes Ask your doctor or specialist for a **DS1500 Report**.

The **DS1500 Report** is a report about your medical condition. You will not have to pay for it. You can ask the doctor's receptionist, or nurse, or a social worker to arrange this for you. You do not have to see the doctor. You should be given the **DS1500 Report** straight away. Ask for the report in a sealed envelope if you do not want anyone to see it. Or you can ask your doctor or healthcare professional to send it directly to us on your behalf.

If there is a delay in getting your **DS1500 report**, please still send your ESA claim form to us to prevent a delay in your claim being processed. Then send us your **DS1500 report** as soon as you can.

Have you already asked for a DS1500 Report for your claim for Disability Living Allowance or Personal Independence Payment?

- No Go to **Part 4 About your disability, illness or health condition**
- Yes You do not need to get another **DS1500 Report**. Send the **DS1500 Report** with your claim for Disability Living Allowance or Personal Independence Payment.

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

- No Go to **Part 4 About your disability, illness or health condition**
- Yes

Part 4: About your disability, illness or health condition

Has your disability, illness or health condition, changed since you last told us about it?

You

No

Yes Please tell us about how your disability, illness or health condition has changed.

Your partner

No

Yes Please tell us about how your disability, illness or health condition has changed.

Name of the doctor who signs your Statements of Fitness for Work

'Statements of Fitness for Work' are also called fit notes, medical certificates, doctor's statements or sick notes.

Address of the doctor who signs your Statements of Fitness for Work

Postcode

CodeNumber

Postcode

CodeNumber

Phone number of the doctor who signs your Statements of Fitness for Work

Part 4: About your disability, illness or health condition continued

Have you been in hospital as an in-patient since you last claimed ESA?

Name and address of hospital

Date you went into hospital

Have you come out of hospital?

Are you due to go into hospital in the next 3 months?

Are you, your partner, or any child or young person living in your household registered blind or severely sight impaired? If anyone was registered blind or severely sight impaired but has come off the blind register in the last 28 weeks, please tell us about it in Part 22 Other information.

Has your local authority or council removed you from the register?

You

No

Yes Please tell us about this below.

Postcode

/ /

No

Yes Date you came out of hospital

/ /

No

Yes Date you are due to go into hospital

/ /

No

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

No

Yes Date your local authority removed you from the register

/ /

Your partner

No

Yes Please tell us about this below.

Postcode

/ /

No

Yes Date they came out of hospital

/ /

No

Yes Date they are due to go into hospital

/ /

No

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

No

Yes Date your local authority removed them from the register

/ /

Part 5: About work

We need to know about work you are doing now.

Please tell us about any

- work for an employer or self-employed work
- full-time or part-time work
- permanent or casual work

- unpaid work or paid work
- work as a company director
- time spent on Work-Based Training for Young People, and Skillseekers in Scotland.

If you do voluntary work, or you are not working at the moment, still tick **Yes** to the question below.

Have you done any work since making your claim?

If you or your partner have worked for more than one employer, please tell us about the work for other employers in **Part 22 Other information**.

Date the work started

If you are no longer working, date you last worked

Hours a week you worked before your claim

Days a week you worked before your claim

Hours a week you worked after your claim

Days a week you worked after your claim

Employer's name

Employer's address

Employer's email address if known

Employer's phone number

Job title

You

No Go to **Part 6 About other benefits**.

Yes Please tell us about this below. If this was paid work provide the last 5 weekly payslips or last 2 monthly payslips

/ /

/ /

hours

days

hours

days

Postcode

Code Number

Your partner

No Go to **Part 6 About other benefits**.

Yes Please tell us about this below. If this was paid work provide the last 5 weekly payslips or last 2 monthly payslips

/ /

/ /

hours

days

hours

days

Postcode

Code Number

Part 5: About work continued

Clock, payroll or employee number

Will your employer keep paying you Statutory Sick pay if you are off work because of a disability, illness or health condition?

Do you get any money for expenses?

Does the employer pay any money towards a pension for you?

Is the work you do voluntary work?

Are you self-employed or a sub-contractor?

Do you work in a specialist occupation?

By 'specialist occupation' we mean

- an auxiliary coastguard
- a part-time fire-fighter
- a part-time member of a lifeboat crew, or
- territorial or reserve forces.

Are you involved in a trade dispute?

By 'trade dispute' we mean a dispute between you and your employer or ex-employer.

You

No

Yes

No

Yes

No

Yes

No

Yes

Can you choose whether or not to be paid for the work?

No

Yes

Do you get anything else in return for working? For example, things like accommodation or food.

No

Yes

No

Yes

We will send you a form **B16** to fill in and return to us.

No

Yes

No

Yes

Your partner

No

Yes

No

Yes

No

Yes

No

Yes

Can they choose whether or not to be paid for the work?

No

Yes

Do they get anything else in return for working? For example, things like accommodation or food.

No

Yes

No

Yes

We will send you a form **B16** to fill in and return to us.

No

Yes

No

Yes

We will write to you about this.

Part 5: About work continued

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

You

No

Yes Tell us when you will return to work.

Are you going to go back to work?

No

Yes What date will you go back to work?

Part 6: About other benefits

Please tell us about any benefits you are getting now, or have claimed in the past. We will tell you if they affect your ESA.

For example, you must tell us about

- Attendance Allowance
- Bereavement Allowance
- Bereavement Payment
- Carer's Allowance
- Disability Living Allowance
- Incapacity Benefit
- Income Support
- Industrial Death Benefit
- Industrial Injuries Disablement Benefit
- Jobseeker's Allowance
- Maternity Allowance
- Motability or any other help with mobility problems
- Pension Credit
- Personal Independence Payment
- Reduced Earnings Allowance
- State Pension
- Severe Disablement Allowance
- Unemployability Supplement
- Universal Credit
- Widow's Benefit
- Widowed Mother's Allowance
- Widowed Parent's Allowance

You must also tell us about any other social security benefits, even if they are not on this list.

Do not tell us about Housing Benefit, Child Tax Credits, Working Tax Credit or a reduction in Council Tax. We will ask you about this later on in the form.

Are you getting or waiting to hear about any social security benefits now?

You

No Go to **page 10**.

Yes Tell us about these benefits on **page 9**.

Your partner

No Go to **page 10**.

Yes Tell us about these benefits on **page 9**.

Part 6: About other benefits continued

Name of the benefit

If you need to tell us about more than 3 benefits, please tell us in **Part 22 Other information**.

Who is getting the benefit?

Reference number

You can find this number on letters you've been sent about the benefit.

How much are you being paid?

How often do you get a payment?

What day do you get paid?

How is your benefit paid?

When is your next payment due?

Is any money being deducted from the benefit?

How much is being deducted?

What is it being deducted for?

Benefit 1	Benefit 2	Benefit 3
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>	Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>	Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>
Fortnightly <input type="checkbox"/> 4 weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/> 4 weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/> 4 weekly <input type="checkbox"/>
Other <input type="text"/> every <input type="text"/>	Other <input type="text"/> every <input type="text"/>	Other <input type="text"/> every <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Directly into a bank or building society account <input type="checkbox"/>	Directly into a bank or building society account <input type="checkbox"/>	Directly into a bank or building society account <input type="checkbox"/>
Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>
<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"/>
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you need to tell us about more than 3 benefits, please tell us in **Part 22 Other information**.

Part 6: About other benefits *continued*

Have you ever claimed Carer's Allowance?

Tick **Yes**, even if you were not paid any Carer's Allowance. This could have been because you were better off getting another benefit.

You

No
Yes

No
Yes

Date of last claim or payment
/ /

Name of the person being cared for

Address of the person being cared for

Postcode

Your partner

No
Yes

No
Yes

/ /

Postcode

Does anyone care for you on a regular basis?

What is their name and address?

No
Yes

Postcode

No
Yes

Postcode

Do they get Carer's Allowance for caring for you?
Tick **Yes** if they have claimed Carer's Allowance and are waiting to hear about it.

No
Yes

No
Yes

Part 6: About other benefits continued

Do you or your partner or any of your children or qualifying young persons, who live in your household, get Disability Living Allowance?

We use 'child' to mean a person aged under 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.

Is the Disability Living Allowance for help with getting around?

You

No

Yes

No

Yes What rate is paid?

Lower rate

Higher rate

No

Yes What rate is paid?

Lowest rate

Middle rate

Highest rate

Your partner

No

Yes

No

Yes What rate is paid?

Lower rate

Higher rate

No

Yes What rate is paid?

Lowest rate

Middle rate

Highest rate

Children or qualifying young persons

No

Yes Who gets the benefit?

No

Yes What rate is paid?

Lower rate

Higher rate

No

Yes What rate is paid?

Lowest rate

Middle rate

Highest rate

Is the Disability Living Allowance for help with personal care?

If you get Disability Living Allowance for more than 1 child, or qualifying person tell us about it in part 22 Other information.

Do you or your partner or any of the children or qualifying young persons who live in your household get

- Attendance Allowance
- Motability
- War Pension Mobility Supplement, or
- other help with mobility problems?

No

Yes

No

Yes

No

Yes Who gets the benefit or help?

Do you or your partner get Personal Independence Payment?

No

Yes Please tell us about this below

No

Yes Please tell us about this below

No

Yes Please tell us about this below

Part 6: About other benefits continued

Is it for help with mobility?

You

No

Yes What rate is paid?

Standard rate

Enhanced rate

Your partner

No

Yes What rate is paid?

Standard rate

Enhanced rate

Children or qualifying young persons

No

Yes What rate is paid?

Standard rate

Enhanced rate

Is it for help with daily living?

No

Yes What rate is paid?

Standard rate

Enhanced rate

No

Yes What rate is paid?

Standard rate

Enhanced rate

No

Yes What rate is paid?

Standard rate

Enhanced rate

Do you get War Widow's or War Widower's Pension?

You

No

Yes

Reference number

Your partner

No

Yes

Reference number

Is anyone getting, or has anyone just stopped getting, Child Benefit for you?

No

Yes Please tell us about them below:

Their surname

Their other names

Their address

Postcode

No

Yes Please tell us about them below:

Their surname

Their other names

Their address

Postcode

Their Child Benefit number

Numbers

Letters

Numbers

Letters

Part 6: About other benefits continued

Have you claimed any other benefits since you last claimed Employment and Support Allowance?

If the claim was turned down, still tick **Yes**.

Name of benefit

Date of last payment

Which benefit office dealt with the claim?

Was your name or address different when you last claimed a benefit?

Full previous name

Previous address

When did you move to your present address?

Is anyone getting extra money added to their benefit for you?

You

No

Yes Tell us about the last benefit you claimed below.

No

Yes Please tell us about this below.

Postcode

No

Yes Please tell us about this in **Part 22 Other information**.

Your partner

No

Yes Tell us about the last benefit they claimed below.

No

Yes Please tell us about this below.

Postcode

No

Yes Please tell us about this in **Part 22 Other information**.

Part 7: About time spent abroad

Have you

- worked or claimed benefit, or
 - been a member, or in the family of a member of HM Armed Forces
- outside the United Kingdom, since you last claimed Employment and Support Allowance?

By the 'United Kingdom' we mean England, Scotland, Wales and Northern Ireland.

Which countries did you go to, and when?

If you went to more than 2 countries, please tell us about them in **Part 22 Other information**.

Please tick the boxes that describe what you did while you were abroad.

Were you abroad because you were in HM Armed Forces?

Were you abroad because someone in your family was in HM Armed Forces?

What is their relationship to you?
For example, your father or mother.

Information about you

No Please go to **Part 8**

Yes

Country 1

From

To

Country 2

From

To

Employed by a foreign employer

Self employed

Employed by a UK employer

Claimed foreign benefit

Claimed UK benefit abroad

No

Yes

No

Yes

Information about your partner

No Please go to **Part 8**

Yes

Country 1

From

To

Country 2

From

To

Employed by a foreign employer

Self employed

Employed by a UK employer

Claimed foreign benefit

Claimed UK benefit abroad

No

Yes

No

Yes

Part 7: About time spent abroad continued

Are you exempt from paying UK income tax?

Were you abroad for more than one year in total in the 5 years before you stopped paying UK income tax?

For example, you were abroad one year for 6 months and abroad for 7 months the year before that.

You

No

Yes

No

Yes

Your partner

No

Yes

No

Yes

Part 8: 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

	You	Your partner
<p>Are you getting or waiting to hear about any statutory payments now?</p> <p>Name of the statutory payment</p> <p>Who do you get your statutory payment from?</p> <p>How much money do you get and how often?</p> <p>What day is it paid?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> Please tell us about this below.</p> <p><input type="text"/></p> <p><input type="text"/></p> <p>£ every weeks / months</p> <p><input type="text"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> Please tell us about this below.</p> <p><input type="text"/></p> <p><input type="text"/></p> <p>£ every weeks / months</p> <p><input type="text"/></p>
<p>Have you ever had a statutory payment in the past?</p> <p>Name of the statutory payment</p> <p>Who did you get your statutory payment from?</p> <p>How much money did you get and how often?</p> <p>What day was it paid?</p>	<p>No <input type="checkbox"/> Go to Part 9 About pensions.</p> <p>Yes <input type="checkbox"/> Please tell us about this below.</p> <p><input type="text"/></p> <p><input type="text"/></p> <p>£ every weeks / months</p> <p><input type="text"/></p>	<p>No <input type="checkbox"/> Go to Part 9 About pensions.</p> <p>Yes <input type="checkbox"/> Please tell us about this below.</p> <p><input type="text"/></p> <p><input type="text"/></p> <p>£ every weeks / months</p> <p><input type="text"/></p>
<p>If you need to tell us about any other statutory payments, tell us in Part 22 Other information.</p>		

Part 9: About pensions

Are you getting or 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 10 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 22 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 10 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 22 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 9: About pensions continued

Name and address of your pension provider

You

Postcode

The phone number of your pension provider

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

Pension or policy reference number

--

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

£	every	weeks / months / year
---	-------	-----------------------

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

£	every	weeks / months / year
---	-------	-----------------------

How much are the deductions and what are they for?

£	for
---	-----

£	for
---	-----

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

/ /

Date of first payment

/ /

Will the pension increase?

No

Yes Date of first payment after the increase

/ /

How much will your pension be after the increase?

£	every	weeks / months / year
---	-------	-----------------------

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

No

Yes Was this the maximum income you could take?

No

Yes

Did you inherit your pension?

No

Yes

Your partner

Postcode

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

--

£	every	weeks / months / year
---	-------	-----------------------

£	every	weeks / months / year
---	-------	-----------------------

£	for
---	-----

£	for
---	-----

/ /

/ /

No

Yes Date of first payment after the increase

/ /

£	every	weeks / months / year
---	-------	-----------------------

No

Yes Was this the maximum income they could take?

No

Yes

No

Yes

Part 10: 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.

You

No

Yes

Do you get a permanent health insurance payment?

If you have more than one permanent health insurance payment, please tell us about them in **Part 22 Other information**.

No Go to **Part 11 Education, training and apprenticeship**.

Yes

Your partner

No

Yes

No Go to **Part 11 Education, training and apprenticeship**.

Yes

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

Postcode

Postcode

Their phone number

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

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

Has your contract of employment ended with this employer?

No

Yes When did it end?

/	/
---	---

No

Yes When did it end?

/	/
---	---

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

No

Yes

No

Yes

Part 11: Education, training and apprenticeship

Have you done a course of education, training or apprenticeship since you last claimed Employment and Support Allowance?

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?

Are you eligible for a student loan or grant?

Are you getting a student loan or grant?

You

No Go to **Part 12 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 12 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 12: Where you live

Do you live with parents, relatives or friends as part of their family?

Full name of the head of the household

Title

Relationship to you

For example, parent, friend or relative.

Do you share the rent or mortgage for the place where you live with anyone else?

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

Do you rent your home from a council?

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.

Do you pay a private landlord, landlady or housing association for the place where you live?

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 23**.

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 23**.

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 12: Where you live continued

Do you pay any service charges for the place where you live?

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.

Is the place where you live 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.

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?

You

No

Yes

£ every weeks / months / year

No

Yes

No

Yes

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

Your partner

No

Yes

£ every weeks / months / year

No

Yes

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 13: 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 14 About children and qualifying young persons.**

Yes Please tell us about this below.

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 14 About children and qualifying young persons.**

Yes Please tell us about this below.

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 13: Coming to the United Kingdom from abroad continued

	You	Your partner
What is your nationality?	<input type="text"/>	<input type="text"/>
Which country have you come from?	<input type="text"/>	<input type="text"/>
What date did you come to the UK?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Was this to work in the UK?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Has the Home Office put a limit on how long you can stay in the UK?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Does your passport say no recourse to public funds ?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If you have lived in the UK before, when did you last leave the UK?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Have you or your partner come to the UK under the Family Reunion Scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please go to next question	No <input type="checkbox"/> Yes <input type="checkbox"/> Please go to next question
	For office use	eHRT completed? No <input type="checkbox"/> Yes <input type="checkbox"/>
		Passport with UK visa / UK residence permit provided? No <input type="checkbox"/> Yes <input type="checkbox"/>

Part 13: Coming to the United Kingdom from abroad continued

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 22 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 22 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 13: Coming to the United Kingdom from abroad continued

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

	You	Your partner
Are you or your partner an asylum seeker?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Did you first apply for asylum before 3 April 2000?	No <input type="checkbox"/> 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 <input type="checkbox"/> Send us proof of the asylum application with this form. Or you can bring the proof to your local Jobcentre Plus.	No <input type="checkbox"/> 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 <input type="checkbox"/> 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?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Have you or your partner been supported by the Home Office while waiting for a decision on your asylum application?	No <input type="checkbox"/> Yes <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> 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 14: About children and qualifying young persons

Do you have any children or qualifying young persons living permanently in your household who are dependent on you?

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 15 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		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		For example, son, daughter, niece, grandson, stepdaughter or none.		
			M	F			
<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"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
<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"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
<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"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
<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"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
<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"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
<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"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>
<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"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>

Tell us in **Part 22 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.

Part 15: About bank and building society accounts, savings and property

We need to know about savings that you or your partner have.

By 'savings' we mean all money, savings, investments and property in the United Kingdom (UK) or abroad which belong to you or your partner. By the 'UK' we mean England, Scotland, Wales and Northern Ireland.

Do you or your partner have any of the following?

Please tick **No** or **Yes** for every item in the list.

Tell us about accounts even if they are not in credit.

Bank accounts, including current accounts

You and your partner

No Yes Amount

£

Building society accounts, including current accounts

£

Post Office® accounts

£

National Savings & Investments accounts

£

National Savings Certificates

£

Number of units

Issue number

Purchase price

£

Premium bonds

£

£

Income Bonds or Capital Bonds

£

Number of units

Name

Unit Trusts

£

ISAs, PEPs and other investments

£

Government Stock

£

Money or property held in trust

£

Cash

£

A lump sum personal injury payment in last 52 weeks

£

Date you got the payment

/ /

Insurance for repairs or possessions

£

Money from the sale of a home

£

Part 15: About bank and building society accounts, savings and property continued

Do you or your partner have any of the following?

Please tick **No** or **Yes** for every item in the list.
Tell us about accounts even if they are not in credit.

Money set aside for essential repairs

Outstanding money from the Social Fund

Other money from benefits owed to you

World War II compensation payment

Far Eastern Prisoners of War compensation payment

State Pension lump sum

Money from a trust fund

Do not tell us about payments from

- The Macfarlane Trust
- The Eileen Trust
- The Skipton Fund
- London Bombings Relief Charitable Fund.
- The Fund
- MFET Ltd
- The Caxton Foundation

Any other money

Shares

Please tell us about any other shares in **Part 22**

Other information.

How much are the savings worth in total?

Add together all the amounts from **pages 28** and **29** to work this out.

Do you and your partner's savings add up to £5,500 or more?

Have your savings been more than £5,500 during the last 6 months?

You and your partner

No Yes Amount

<input type="checkbox"/>	<input type="checkbox"/>	£
--------------------------	--------------------------	---

<input type="checkbox"/>	<input type="checkbox"/>	£
--------------------------	--------------------------	---

<input type="checkbox"/>	<input type="checkbox"/>	£
--------------------------	--------------------------	---

<input type="checkbox"/>	<input type="checkbox"/>	£
--------------------------	--------------------------	---

<input type="checkbox"/>	<input type="checkbox"/>	£
--------------------------	--------------------------	---

<input type="checkbox"/>	<input type="checkbox"/>	£
--------------------------	--------------------------	---

<input type="checkbox"/>	<input type="checkbox"/>	£
--------------------------	--------------------------	---

<input type="checkbox"/>	<input type="checkbox"/>	£
--------------------------	--------------------------	---

Number of units

Name of company

<input type="checkbox"/>	<input type="checkbox"/>	£
--------------------------	--------------------------	---

£

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.

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 6 months.

Part 15: About bank and building society accounts, savings and property continued

Apart from the home you live in, do you or your partner own or jointly own any other property or land in the UK or abroad?

Tick **Yes** if the property or land is

- on a mortgage or loan, **or**
- jointly owned.

No

Yes What is it?

Property

Land

What is the address of the property or land?

Postcode

What is the property or land currently used for?

--

What was the original purpose for buying it?

--

Who does this property or land belong to?

--

Is the property or land up for sale? No

Yes

Have you or your partner sold any property other than where you lived during the last 6 months?

No

Yes Please send us proof of the sale of this property or land.

Part 16: About other money coming in

We need to know if you or your partner have any other money coming in.

For example, you must tell us about:

- fostering fees or allowances
- prison discharge grant
- any training allowance
- Guardian's Allowance
- Child Benefit
- Child Tax Credit
- Working Tax Credit
- War Pension
- War Widow's, or Widower's, Pension
- payments from the Pension Protection Fund
- Financial Assistance Scheme payments
- sick pay from an employer
- benefits, allowances and pensions not from social security
- student grants or loans
- money from a mortgage protection policy
- money from a charity or benevolent fund
- any other money coming in.

Do you, your partner or anyone else you are claiming Employment and Support Allowance for, have any other money coming in?

No
Yes Please tell us about this below.

Money 1

Who gets this money?

Where does the money come from?

How much money do they get, and how often?

£ every weeks / months

What day is it paid?

Money 2

£ every weeks / months

If you need to tell us more about any other money coming in, please tell us in **Part 22 Other information**.

You must send us proof of any other money coming in, for example:

- a statement from the person or company that pays the money
- a court order
- payslips, or
- a full bank statement showing the amount and how often it is paid.

You do not need to provide proof of Child Benefit, Tax Credits or a student loan or grant. We may ask you about student loans and grants at a later date.

Part 16: About other money coming in continued

Does anyone owe any money to you, your partner or anyone else you are claiming ESA for?

This might be for things like

- arrears of maintenance, or
- money lent to someone.

No
 Yes Please tell us about this below.

Money 1

Who is owed this money?

How much money are they owed?

£

What is this money for?

When do you expect the money to be paid?

/ /

Money 2

£

/ /

Do you, your partner or anyone else you are claiming ESA for, get maintenance payments?

Tell us about maintenance paid

- voluntarily
- because of a written agreement
- because of a court order, or
- because of a child maintenance assessment.

No
 Yes Please tell us about this below.

Money 1

Who gets this money?

Who is this money for?

Who is paying you this money?

How much money do you get, and how often?

£ every weeks / months

What day is it paid?

Money 2

£ every weeks / months

Part 16: About other money coming in continued

Do you or your partner get any payments from a credit insurance policy?

What items, if any, were bought using the credit that you had?

Which of these items are covered by the insurance policy?

Who does the insurance company make the payments to?

How much is paid, and how often?

When did the payments start?

When will the payments end?

You must send us full details of what the insurance company has paid you.

If you need to tell us more about any other money coming in, please tell us in **Part 22 Other information**.

Do you or your partner hold any money or property, in this country or abroad, which belongs to someone else?

By 'money' we mean things like bank accounts or investments.

No

Yes Please tell us about this below.

Direct to the supplier.

To you or your partner.

To the credit company.

£ every weeks / months

No

Yes Is this money or property in your or your partner's name?

No

Yes Please tell us about them in **Part 22 Other information**.

Part 16: About other money coming in continued

Does anyone pay you, your partner, or anyone else you are claiming ESA for, to rent rooms or property?

For example, boarders, lodgers, tenants and subtenants.

Who pays the rent?

Who do they pay?

How much do they pay, and how often?

What day is it paid?

Tick here if the money they pay includes any money for heating or meals.

No
Yes Please tell us about this below.

Rent 1

£ every weeks / months / year

Heating
 Meals

Rent 2

£ every weeks / months / year

Heating
 Meals

Part 17: About other people who live with you

We need to know about any other people who live in the same household as you.

We need this information to make sure we work out your housing costs correctly.

Please tell us about

- relatives, if they live in your household
- boarders and lodgers
- friends
- anyone else who lives in your household.

Do not tell us about

- members of your immediate family, if you live with them in **their** household
- people who just share a hall or bathroom or toilet with you, or who live in a separate flat or bedsit in the same house
- other residents, if you live in a care home
- foster children, or children or qualifying young persons boarded out with you while they wait to be adopted.

Do any other people live in your household who you have not already told us about?

If you need to tell us about more than 4 people, please tell us in **Part 22 Other information**.

No Go to **Part 18 Owning your home**.

Yes Please tell us about these people below.

Full name

Title

Date of birth

Relationship to you

Do they work for 16 hours or more a week?

Full name

Title

Date of birth

Relationship to you

Do they work for 16 hours or more a week?

Person 1

Mr Mrs Miss Ms

Other title

No

Yes

Person 3

Mr Mrs Miss Ms

Other title

No

Yes

Person 2

Mr Mrs Miss Ms

Other title

No

Yes

Person 4

Mr Mrs Miss Ms

Other title

No

Yes

Part 17: About other people who live with you continued

We need to know if any of the people living with you have any money coming in.

You do not have to answer these questions. But if they do not have much money coming in, you may get more Employment and Support Allowance.

Do they have any money coming in?

Where does the money come from?
This could be wages, a pension or benefits.

How much is coming in, and how often?

Does this person usually live with you?

If **No**, where do they usually live?

What date did you start sharing accommodation?

Why did you start to share accommodation?

How long do you expect this to continue?

Why do you think this is?

Has the person shared accommodation with you in the past?

Tell us about

- earnings
 - benefits
 - any other money they have coming in.
- If they have earnings, tell us the amount before tax, National Insurance and any other money has been taken off.

Do not tell us about

- The Macfarlane Trust
- The Eileen Trust
- The Skipton Fund
- The Fund
- MFET Ltd
- The Caxton Foundation
- London Bombings Relief Charitable Fund.

Person 1

No

Yes

£ every weeks / months / year

No

Yes

Postcode

/ /

No

Yes

Person 2

No

Yes

£ every weeks / months / year

No

Yes

Postcode

/ /

No

Yes

Part 17: About other people who live with you continued

Do they have any money coming in?

Where does the money come from?
This could be wages, a pension or benefits.

How much is coming in, and how often?

Does this person usually live with you?

If **No**, where do they usually live?

What date did you start sharing accommodation?

Why did you start to share accommodation?

How long do you expect this to continue?

Why do you think this is?

Has the person shared accommodation with you in the past?

Are any of these people you have told us about
• married to each other or living together as if they are married, or
• civil partners?

We call these people 'partners'.

If you need to tell us about more than 4 people, please tell us in **Part 22 Other information**.

Person 3

No

Yes

£ every weeks / months / year

No

Yes

Postcode

No

Yes

No

Yes Please tell us about them.

 is the partner of

 is the partner of

Person 4

No

Yes

£ every weeks / months / year

No

Yes

Postcode

No

Yes

Part 18: 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 19 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 19: Living in a care home

Do you or your partner live in a care home?

You

No Go to **Part 20 Your circumstances**.

Yes

Your partner

No Go to **Part 20 Your circumstances**.

Yes

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

/ /

/ /

Part 19: Living in a care home continued

Do you or your partner's savings add up to £10,000 or more?

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

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

No Go to **Part 20 Your circumstances.**

Yes

No Go to **Part 20 Your circumstances.**

Yes

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 20: Your circumstances

Have you separated from a person who used to be your partner in the last 6 months?

If you need to tell us about more than one person, please tell us about them in **Part 22**

Other information.

Surname

Other names

Address

Date of birth

National Insurance (NI) number, if you know it

When did you separate?

Is this separation temporary?

Has this person gone abroad?

You

No Go to **page 42**.

Yes Please tell us about this below.

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 42**.

Yes Please tell us about this below.

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 20: Your circumstances continued

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

No

Yes Please tell us about this below.

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 22 Other information**.

Payment 1

Payment 2

Payment 3

Payment 4

£

£

£

£

/ /

/ /

/ /

/ /

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

Direct to you

Direct to your lender

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

No

Yes Please tell us about the last payment you received.

What was this payment for?

How much did you get?

£

When was this paid?

/ /

Part 21: 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 22 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 (NI) number next to any payments we have made. If you think a payment is wrong, get in touch with the office that pays you straight away.

If we pay you too much money

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.

Please tell us your account details below.

It is very important you fill in all the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on your chequebook or bank statements. If you do not know the account details, ask the bank or building society.

Name of the account holder

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

Full name of bank or building society

Sort code

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account number

Most account numbers are 8 numbers long. If your account number has fewer than 10 numbers, please fill in the numbers from the left.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Building society roll or reference number

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

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

Part 22: 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 23: Filling in this form for someone else

Are you filling in this form for someone else?

No Go to **Part 24 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

National Insurance (NI) number

You can get this from payslips or from tax papers.

Letters Numbers Letter

Address

Mobile phone number

Daytime phone number, if different

work home mobile

Part 23: Filling in this form for someone else continued

Are you signing this form for someone else?

No Go to **Part 24 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.

I am signing this form on their behalf because

I have Power of Attorney for them.

Please send us your power of attorney document or certified copy with this claim form. Remember to sign the **Declaration** at **Part 24**.

I am a receiver or deputy for them under a Court of Protection Order, or in Scotland a tutor, curator or guardian appointed in terms of the law.

Please send us the relevant document or certified copy with this claim form. Remember to sign the **Declaration** at **Part 24**.

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 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.

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 24: 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 **0345 608 8545**, 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.

This is my claim for Employment and Support Allowance.

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 25: 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 21 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 when you claim 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"/>	Claim form This Employment and Support Allowance claim form.	<input type="checkbox"/>	<input type="checkbox"/>	About money Proof of savings over £5,500 including any share certificates.	<input type="checkbox"/>	<input type="checkbox"/>	About illness or disability or health
<input type="checkbox"/>	<input type="checkbox"/>	About you and your partner 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"/>	About work, education or training The last 5 weekly payslips or last 2 monthly payslips, if you or your partner are still working.
<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"/>	Discharge papers if you have just left HM Forces.
			<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 26: Where to send your completed form and documents

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

Part 27: What happens next

- If we can pay you 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 pay you 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.

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