



Part of the Department
for Work and Pensions

www.gov.uk

Office address

Our phone number is

Code Number

Textphone users with speech or hearing difficulties call

Code Number

**If you get in touch with us, tell us this
reference number:**

Dear

About your work

Thank you for telling us about your work. From the information you have given us I am pleased to tell you that the work falls within the permitted work rules.

You told us that you

How your earnings may affect your benefit

Permitted work will not affect your Employment and Support Allowance, Incapacity Benefit, Severe Disablement Allowance or your right to National Insurance Credits.

You must contact your local authority before starting permitted work. This is so you can find out how your Housing Benefit or reduction in Council Tax may be affected.

If you start permitted work, you may be liable to pay tax on your extra income. We will let HM Revenue and Customs know when your permitted work has been agreed, so that they can calculate any tax due and arrange, as far as possible, that you pay the correct amount of tax during the tax year.

Changes you must tell us about

You must tell us if:-

- your earnings change
- your hours of work increase
- you change employer
- you stop work.

Medical Testing

You will not be sent for a medical assessment just because you have started work, however, you should still attend any medical which is arranged as part of the normal conditions for receipt of benefit. Failure to attend such a medical may lead to your benefit being stopped.

More information

If you have any worries or questions about this letter or your claim in general, please get in touch with us. Our phone number and address are at the top of this letter.

If you need to get in touch with us, please remember to tell us the reference number shown at the top of this letter.

For more information about Work Choice, you can speak to a Disability Employment Adviser (DEA) at your local Jobcentre Plus office or visit **www.gov.uk/work-choice**

Yours sincerely

for Manager

DO NOT SEND THIS PAGE TO THE CUSTOMER

Clicking on the link below will take you through to options 1 to 9 that you will require to complete this letter.

Read the instructions carefully, the linking document enables you to cut and paste the options into the main body of the letter. Any instructions you have cut and pasted across must be deleted before issuing the letter. The instructions are in red, on the options page, to readily identify them. They will not transfer across in red into the main body of the letter.

Once the instructions have been deleted you will need to tidy up the letter, remove spaces left by the deleted text, this ensures it prints off in the correct format.

When you copy and paste the date boxes into the main body of the letter zeros will display just over write these with the correct date.

[Click here.](#)