

If you contact us, use this reference:



Department for  
Work and Pensions

Office stamp


[www.gov.uk](http://www.gov.uk)

Telephone:

Textphone:

Date:

# Employment and Support Allowance

## About your claim for Employment and Support Allowance

To make sure you are getting the right amount of Employment and Support Allowance we need up to date details of your and your partner's income.

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.

When you claimed Employment and Support Allowance on     /     /  
you told us that

- you
- your partner

were getting the following pension income

We use 'pension income' to mean money you have coming in from

- occupational pensions
- personal pensions or a retirement annuity contract
- Armed Forces Compensation Scheme as an occupational pension
- public service pensions
- stakeholder pensions
- pension from a self-employed pension scheme
- permanent health insurance payments arranged by an employer, when the contract of employment has ended
- permanent health insurance payments arranged by an employer, when you still have a contract of employment
- pension protection fund payments due to employer insolvency
- regular pension payments
- an annual compensation payment from a previous job
- lump sum payments from a pension. These could be annually, or monthly
- pension paid to you as a beneficiary because of the death of a member of a pension scheme.

# About your claim for Employment and Support Allowance continued

## What to do now

Tell us about any pension income you and your partner are getting or waiting to hear about. Answer the questions on the following pages, sign the declaration and send the form back to us as soon as you can.

Use the envelope we have sent you. It does not need a stamp. Please send the form back as soon as you can. If you wait, you may get more money than you should. If this happens you may have to pay back any money that you are not entitled to.

When we get your reply back we will make sure you are getting the right amount of Employment and Support Allowance.

## If you need help or advice

If you want to ask us anything about this form, please get in touch with us. Our phone number and address are at the top of the front page.

# Your reply

Please fill in this form with black ink and in CAPITALS.

**Are you or your partner getting or waiting to get a pension?**

If you have answered **No** to **both** of these questions go to **Part 3**.

**You**

No

Yes  Please go to **Part 1**.

**Your partner**

No

Yes  Please go to **Part 1**.

## Part 1 – Pension income details

### Your or your partner's first or only personal pension income

**If you are getting a pension income, when did it start?**

 /  / 

**If you are waiting to hear about a pension income, when will it start?**

 /  / 

**What type of pension is it?**

**Please tell us the name and address of your pension provider**

  
  
  


Postcode

**Their phone number**

Code   
 Number

**What is your pension or policy reference number?**

**How much pension is due before anything is taken away?**

£

What is taken away?

£  for   
 £  for   
 £  for

**How much pension is due after everything is taken away?**

£

**Your partner**

 /  / 
 /  / 

  
  
  


Postcode

Code   
 Number

£

£  for   
 £  for   
 £  for

£

# Your reply continued

## Part 1 – Pension income details

### Your or your partner's first or only personal pension income

	You	Your partner
<b>How often is your pension paid?</b> <small>For example weekly, four-weekly, monthly, quarterly.</small>	<input type="text"/>	<input type="text"/>
<b>If your pension increases, when is the amount of your pension due to change?</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>How much will it increase by?</b>	£ <input type="text"/>	£ <input type="text"/>
<b>When will you get the first payment which includes the change?</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>Did you or your partner choose to take a regular income from the pension scheme, rather than take an annuity?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Is this the most you or your partner can get?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

### Your or your partner's second personal pension income

	You	Your partner
<b>If you are getting a second pension income, when did it start?</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>If you are waiting to hear about a second pension income, when will it start?</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>What type of pension is it?</b>	<input type="text"/>	<input type="text"/>
<b>Please tell us the name and address of your pension provider</b>	<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"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>
<b>Their phone number</b>	Code <input type="text"/> Number <input type="text"/>	Code <input type="text"/> Number <input type="text"/>

# Your reply continued

## Part 1 – Pension income details

### Your or your partner's second personal pension income

	You	Your partner
<b>What is your pension or policy reference number?</b>	<input type="text"/>	<input type="text"/>
<b>How much pension is due before anything is taken away?</b> <small>What is taken away?</small>	<input type="text" value="£"/> <input type="text" value="£"/> for <input type="text" value="£"/> for <input type="text" value="£"/> for	<input type="text" value="£"/> <input type="text" value="£"/> for <input type="text" value="£"/> for <input type="text" value="£"/> for
<b>How much pension is due after everything is taken away?</b>	<input type="text" value="£"/>	<input type="text" value="£"/>
<b>How often is your pension paid?</b> <small>For example weekly, four-weekly, monthly, quarterly.</small>	<input type="text"/>	<input type="text"/>
<b>If your pension increases, when is the amount of your pension due to change?</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>How much will it increase by?</b>	<input type="text" value="£"/>	<input type="text" value="£"/>
<b>When will you get the first payment which includes the change?</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>Did you or your partner choose to take a regular income from the pension scheme, rather than take an annuity?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Is this the most you or your partner can get?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

## Your reply continued

### Part 2 – Other information

You can use this space to tell us if you or your partner have any other pension income, or anything else you think we might need to know about your or your partner's pension income.

# Your reply continued

## Part 3 – Disability Living Allowance and Personal Independence Payment

**Are you or your partner getting or waiting to hear about a claim for Disability Living Allowance or Personal Independence Payment?**

**You**

No

Yes

**Your partner**

No

Yes

---

## Part 4 – Carer's Allowance

**Have you or your partner ever made a claim for Carer's Allowance?**  
Tick **Yes** even if the claim was disallowed.

**You**

No

Yes  Please tell us the date you made this claim.

**Your partner**

No

Yes  Please tell us the date you made this claim.

## Your reply continued

### Part 5 – Declaration

- **I understand** that if I knowingly give information that is incorrect or incomplete, my benefit may be stopped and I may be liable to prosecution or other action.
- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of, that benefit.
- **I agree** that the Department for Work and Pensions may 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 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.

**Signature**

**Date**