

Employment and Support Allowance

We need to look again at your claim to Employment and Support Allowance (ESA) to check that you're getting the right amount of money. We need information from / /

When answering the questions we only need to know about your circumstances from this date.

Only fill in this form if

You were getting Incapacity Benefit which was replaced with contribution-based ESA.

Don't complete this form if during the whole time between / / **and now:**

- **you have a partner and they're working for 24 hours or more a week**
- **you have savings over £16,000, or**
- **you have a partner who has savings over £16,000**

For information about other benefits you may be able to get, please visit www.gov.uk/benefits-calculators.co.uk

If you would like this form in Braille, large print or audio, please call us on **0800 169 0346** 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 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. You can also call us on **0800 169 0346** and we will help you to complete it over the phone.

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(IBR) 06/18

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 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

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 Work Capability Assessment, 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

You may be able to get income-related ESA in addition to contribution-based ESA. 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 for 24 hours or more 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 (DWP) 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 DWP or visit **www.gov.uk/browse/benefits**

The information you give us, on this form, must be from the date on the front of this form.

Part 1: About you and your partner

We need information about your partner or partners you have had since the date we’ve put on the front page of this form.

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 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 it was different since the date we’ve put on the front of this form

If you need to tell us about more than one other address, use the space in **Part 20 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.

MrMrsMissMs

Other title

/

/

LettersNumbersLetter

Postcode

Postcode

Code

Number

workhome

Your partner

Fill in this column if you have a partner.

MrMrsMissMs

Other title

/

/

LettersNumbersLetter

Postcode

Postcode

Code

Number

workhome

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.

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 20 Other information**.

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.

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

You

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

Postcode

☐ 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

/ /

No ☐ Go to **Part 2**.

Yes ☐ What date is the baby due?

/ /

No ☐

Yes ☐ What date was the baby born?

/ /

Your partner

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

Postcode

☐ 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

/ /

No ☐ Go to **Part 2**.

Yes ☐ What date is the baby due?

/ /

No ☐

Yes ☐ What date was the baby born?

/ /

Part 2: About periods spent in hospital

Have you been in hospital as an in-patient from the date on the front of this form?

Name and address of hospital

Please provide dates that you have been an inpatient in hospital

Have you come out of hospital?

You

No ☐

Yes ☐ Please tell us about this below.

Postcode

From

/

/

To

/

/

From

/

/

To

/

/

From

/

/

To

/

/

You

No ☐

Yes ☐ Date you came out of hospital

/

/

Your partner

No ☐

Yes ☐ Please tell us about this below.

Postcode

From

/

/

To

/

/

From

/

/

To

/

/

From

/

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To

/

/

Your partner

No ☐

Yes ☐ Date they came out of hospital

/

/

Part 3: 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 the date we’ve put on the front of this form?

If you or your partner have worked for more than one employer, please tell us about the work for other employers in **Part 20 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 4 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 4 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 3: About work continued

	You	Your partner
Clock, payroll or employee number	<input type="text"/>	<input type="text"/>
Did your employer keep paying you Statutory Sick pay if you were off work because of a disability, illness or health condition?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Did you get any money for expenses?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Did the employer pay any money towards a pension for you?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Was the work you did voluntary work?	No <input type="checkbox"/> Yes <input type="checkbox"/> <div> Can you choose whether or not to be paid for the work? No <input type="checkbox"/> Yes <input type="checkbox"/> </div> <div> Do you get anything else in return for working? For example, things like accommodation or food. No <input type="checkbox"/> Yes <input type="checkbox"/> </div>	No <input type="checkbox"/> Yes <input type="checkbox"/> <div> Can they choose whether or not to be paid for the work? No <input type="checkbox"/> Yes <input type="checkbox"/> </div> <div> Do they get anything else in return for working? For example, things like accommodation or food. No <input type="checkbox"/> Yes <input type="checkbox"/> </div>
Were you self-employed or a sub-contractor?	No <input type="checkbox"/> Yes <input type="checkbox"/> We will send you a form B16 to fill in and return to us.	No <input type="checkbox"/> Yes <input type="checkbox"/> We will send you a form B16 to fill in and return to us.
Did you work in a specialist occupation? By 'specialist occupation' we mean: <ul style="list-style-type: none"> • an auxiliary coastguard • a part-time fire-fighter • a part-time member of a lifeboat crew, or • territorial or reserve forces 	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Were you involved in a trade dispute? By 'trade dispute' we mean a dispute between you and your employer or ex-employer.	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this.

Part 4: About other benefits

Please put a tick against any of the benefits on the following list you are getting now, waiting to hear about or have claimed (even if you didn't receive any benefit) since the date we've put on the front of this form. We will tell you if they affect your ESA.

For example, you must tell us about:

- | | |
|--|--|
| <input type="checkbox"/> Attendance Allowance | <input type="checkbox"/> Motability or any other help with mobility problems |
| <input type="checkbox"/> Bereavement Allowance | <input type="checkbox"/> Pension Credit |
| <input type="checkbox"/> Bereavement Payment | <input type="checkbox"/> Personal Independence Payment |
| <input type="checkbox"/> Carer's Allowance | <input type="checkbox"/> Reduced Earnings Allowance |
| <input type="checkbox"/> Disability Living Allowance | <input type="checkbox"/> State Pension |
| <input type="checkbox"/> Incapacity Benefit | <input type="checkbox"/> Severe Disablement Allowance |
| <input type="checkbox"/> Income Support | <input type="checkbox"/> Unemployability Supplement |
| <input type="checkbox"/> Industrial Death Benefit | <input type="checkbox"/> Universal Credit |
| <input type="checkbox"/> Industrial Injuries Disablement Benefit | <input type="checkbox"/> Widow's Benefit |
| <input type="checkbox"/> Jobseeker's Allowance | <input type="checkbox"/> Widowed Mother's Allowance |
| <input type="checkbox"/> Maternity Allowance | <input type="checkbox"/> 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 7**.
- Yes ☐ Tell us about these benefits in **Part 20 Other information**.

Your partner

- No ☐ Go to **page 7**.
- Yes ☐ Tell us about these benefits in **Part 20 Other information**.

Part 4: 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.

Has the Carer’s Allowance stopped in the last 3 months?

Date of last claim or payment

Name of the person being cared for

Address of the person being cared for

Has anyone cared for you since the date we’ve put on the front of this form?

What is their name and address?

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.

You

No ☐

Yes ☐

No ☐

Yes ☐

/

/

Postcode

No ☐

Yes ☐

Postcode

No ☐

Yes ☐

Your partner

No ☐

Yes ☐

No ☐

Yes ☐

/

/

Postcode

No ☐

Yes ☐

Postcode

No ☐

Yes ☐

Part 4: About other benefits continued

Have:

- you or
- your partner or
- any of the children or
- qualifying young persons

who live in your household, received any of the following since the date we've put on the front of this form?

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

Have you received War Widow's or War Widower's Pension since the date we've put on the front of this form?

Reference number

Has anyone been getting extra money added to their benefit for you since the date we've put on the front of this form?

You

No ☐

Yes ☐

No ☐

Yes ☐

No ☐

Yes ☐

Please tell us about this in **Part 20 Other information.**

Your partner

No ☐Yes ☐No ☐

Yes ☐

No ☐Yes ☐

Please tell us about this in
Part 20 Other information.

Part 5: About time spent abroad

Have you, since the date we've put on the front of this form:

- 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 20 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.

You

No ☐ Please go to **Part 6**.
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 ☐

Your partner

No ☐ Please go to **Part 6**.
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 5: 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 6: About statutory payments

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

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

For example, you must tell us about:

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

	You	Your partner
Are you getting or waiting to hear about any statutory payments now?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about this below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about this below.
Name of the statutory payment	<input type="text"/>	<input type="text"/>
Who do you get your statutory payment from?	<input type="text"/>	<input type="text"/>
How much money do you get and how often?	£ <input type="text"/> every <input type="text"/> weeks / months	£ <input type="text"/> every <input type="text"/> weeks / months
What day is it paid?	<input type="text"/>	<input type="text"/>
Have you ever had a statutory payment in the past?	No <input type="checkbox"/> Go to Part 7 About pensions. Yes <input type="checkbox"/> Please tell us about this below.	No <input type="checkbox"/> Go to Part 7 About pensions. Yes <input type="checkbox"/> Please tell us about this below.
Name of the statutory payment	<input type="text"/>	<input type="text"/>
Who did you get your statutory payment from?	<input type="text"/>	<input type="text"/>
How much money did you get and how often?	£ <input type="text"/> every <input type="text"/> weeks / months	£ <input type="text"/> every <input type="text"/> weeks / months
What day was it paid?	<input type="text"/>	<input type="text"/>
If you need to tell us about any other statutory payments, tell us in Part 20 Other information.		

Part 7: About pensions

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

By ‘pension’ we mean:

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

Do not tell us about State Pension here.

Tick **Yes** if you get:

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

You

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

Please send us proof of your pension income.

For example:

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

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

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

Your partner

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

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

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

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

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

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

- 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 ☐

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

Part 7: About pensions continued

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

The phone number of your pension provider

Pension or policy reference number

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

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

How much are the deductions and what are they for?

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

Date of first payment

Will the pension increase?

How much will your pension be after the increase?

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

Did you inherit your pension?

You

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 you could take?

No ☐

Yes ☐

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 8: About permanent health insurance

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

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

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

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

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

Their phone number

Has your contract of employment ended with this employer?

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

You

No ☐
Yes ☐

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

Postcode

Code

Number

No ☐
Yes ☐ When did it end?

/

/

No ☐
Yes ☐

Your partner

No ☐
Yes ☐

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

Postcode

Code

Number

No ☐
Yes ☐ When did it end?

/

/

No ☐
Yes ☐

Part 9: Education, training and apprenticeship

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

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

What was the course?

Please tick all boxes that apply.

Name of course, training scheme or apprenticeship

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

Number of hours a week that you attend or did attend

Start date and official end date

Do you have a final examination date?

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

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

You

No ☐ Go to **Part 10 Where you live**.
Yes ☐ Please tell us about this below.

Education ☐
Training ☐
Apprenticeship ☐

Postcode

hours

/ / to / /

No ☐
Yes ☐ What is this date?

/ /

No ☐
Yes ☐

No ☐
Yes ☐ What is the reference number?

Your partner

No ☐ Go to **Part 10 Where you live**.
Yes ☐ Please tell us about this below.

Education ☐
Training ☐
Apprenticeship ☐

Postcode

hours

/ / to / /

No ☐
Yes ☐ What is this date?

/ /

No ☐
Yes ☐

No ☐
Yes ☐ What is the reference number?

Part 10: Where you live

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

Full name of the head of the household

Title

Relationship to you
For example, parent, friend or relative.

Have you shared the rent or mortgage for the place where you live with anyone else since the date we've put on the front of this form?
If you just share with your partner, tick **No**.

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

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

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

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

You

No ☐
Yes ☐ Tell us their name, title and relationship to you below, then please go to **page 18**.

Mr Mrs Miss Ms

Other title

No ☐
Yes ☐ Names of the people you share with.

No ☐
Yes ☐ Name and address of the council.

Postcode

No ☐
Yes ☐ Please tell us their name and address.

Postcode

Your partner

No ☐
Yes ☐ Tell us their name, title and relationship to you below, then please go to **page 18**.

Mr Mrs Miss Ms

Other title

No ☐
Yes ☐ Names of the people they share with.

No ☐
Yes ☐ Name and address of the council.

Postcode

No ☐
Yes ☐ Please tell us their name and address.

Postcode

Part 10: Where you live continued

Have you paid any service charges for the place where you live since the date we’ve put on the front of this form?
For example, the cleaning and maintenance of stairs and hallways.

How much do you pay and how often?

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

Has any place where you have lived, since the date we’ve put on the front of this form, been a Crown tenancy or under a long term agreement?
By crown tenancy we mean where your landlord is the crown or a government department.

Are you already getting, waiting to hear about or intending to claim Housing Benefit or apply for a Council Tax reduction, or both?
Housing Benefit and Council Tax reduction do not affect the amount of Employment and Support Allowance you can get.

You

No ☐
Yes ☐

£ every weeks / months / year

No ☐
Yes ☐

No ☐
Yes ☐

Your partner

No ☐
Yes ☐

£ every weeks / months / year

No ☐
Yes ☐

No ☐
Yes ☐

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

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

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

No ☐
Yes ☐

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

No ☐
Yes ☐

No ☐
Yes ☐

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

No ☐
Yes ☐

Part 11: Coming to the United Kingdom from abroad

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

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

Are you or your partner UK nationals?

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

You

No ☐

Yes ☐

Your partner

No ☐

Yes ☐

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

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

By the right of abode we mean you:

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

No ☐

Yes ☐

No ☐

Yes ☐

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

No ☐ Go to **Part 12 About children and qualifying young persons.**

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

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

You can find the phone number and address on the advert in the business numbers section of the phone book. Look under **Jobcentre Plus.**

No ☐ Go to **Part 12 About children and qualifying young persons.**

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

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

You can find the phone number and address on the advert in the business numbers section of the phone book. Look under **Jobcentre Plus.**

Part 11: Coming to the United Kingdom from abroad continued

	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"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
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"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
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 11: 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 20 Other information.**

We may get in touch with you for more information.

Your partner

No ☐
Yes ☐ Please tell us about this below.

Postcode

/

/

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

We may get in touch with you for more information.

For office use
UK visa / UK residence permit / NASS35 provided?
No ☐
Yes ☐

Part 11: Coming to the United Kingdom from abroad continued

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

	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 12: About children and qualifying young persons

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

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

- No ☐ Go to **Part 13 About bank and building society accounts, savings and property.**
- Yes ☐ Please tell us about these children or qualifying young persons below.
- We use 'child' to mean a person aged 15 and under who you are getting Child Benefit for.
 - We use 'qualifying young person' to mean a person aged 16, 17, 18 or 19 who you are getting Child Benefit for.

Children or qualifying young persons living permanently in your household who are dependent on you			Relationship to you		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?	
			For example, son, daughter, niece, grandson, stepdaughter or none.							
Surname	Date of birth	Other names	Male or female							
			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"/>
<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 20 Other information:**

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

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

Part 13: About bank and building society accounts, savings and property

We need to know about savings that you or your partner have since the date we've put on the front of this form.
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.

Have you or your partner had any of the following since the date we've put on the front of this form?
Please tick **No** or **Yes** for every item in the list.
Tell us about accounts even if they are not in credit.

	You and your partner					
	No	Yes	Amount			
Bank accounts, including current accounts	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>			
Building society accounts, including current accounts	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>			
Post Office® accounts	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>			
National Savings & Investments accounts	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>			
				Number of units	Issue number	Purchase price
National Savings Certificates	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Premium bonds	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>		£ <input type="text"/>
				Number of units	Name	
Income Bonds or Capital Bonds	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>	
Unit Trusts	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>			
ISAs, PEPs and other investments	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>			
Government Stock	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>			
Money or property held in trust	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>			
Cash	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>			
A lump-sum personal injury payment in last 52 weeks	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Date you got the payment	<input type="text"/>	
Insurance for repairs or possessions	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>			
Money from the sale of a home	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>			

Part 13: About bank and building society accounts, savings and property continued

Have you or your partner had any of the following since the date we've put on the front of this form?

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 20**
Other information.

How much were the savings worth in total?

Add together all the amounts from **pages 23** and **24** to work this out.

Have the savings ever been more than £5,500 since the date we've put on the front of this form?

Have your and your partner's savings ever added up to £5,500 or more?

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"/>	£
--------------------------	--------------------------	---

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

Number of units

Name of company

--

--

£

No ☐

Yes ☐

Please send us proof of your savings, from the date on the front of this form when you return it. For example, a recent bank statement or a savings book updated within the last month.

No ☐

Yes ☐

Please send us proof of your savings, from the date on the front of this form when you return it. For example, a recent bank statement or a savings book updated within the last month.

Part 13: About bank and building society accounts, savings and property continued

Apart from the home you live in, have you or your partner owned or jointly owned any other property or land in the UK or abroad since the date we've put on the front of this form?

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?

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 or land other than where you lived since the date we've put on the front of this form?

No ☐

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

Part 14: About other money coming in

We need to know if you or your partner had any other money coming in since the date we've put on the front page of this form.

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 DWP
 - 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	Money 2
<div>Who gets this money?</div> <div></div>	<div>Who gets this money?</div> <div></div>
<div>Where does the money come from?</div> <div></div>	<div>Where does the money come from?</div> <div></div>
<div>How much money do they get, and how often?</div> <div>£ every weeks / months</div>	<div>How much money do they get, and how often?</div> <div>£ every weeks / months</div>
<div>What day is it paid?</div> <div></div>	<div>What day is it paid?</div> <div></div>

If you need to tell us more about any other money coming in, please tell us in **Part 20 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 14: 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?

What day is it paid?

£ every weeks / months

Money 2

£ every weeks / months

Part 14: About other money coming in continued

Have you or your partner had any payments from a credit insurance policy since the date we've put on the front of this form?

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 20 Other information**.

Have you or your partner held any money or property since the date we've put on the front of this form?

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 20 Other information**.

Part 14: About other money coming in continued

Has anyone paid you, your partner, or anyone else you are claiming ESA for, to rent rooms or property since the date we've put on the front of this form? 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 15: About other people who live with you

We need to know about any other people who have lived in the same household as you since the date we've put on the front of this form?

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

Have any other people lived in your household who you have not already told us about since the date we've put on the front of this form?

If you need to tell us about more than 4 people, please tell us in **Part 20 Other information**.

Full name

Title

Date of birth

Relationship to you

Do they work for 16 hours or more a week?

No ☐ Go to **Part 16 Owning your home**.

Yes ☐ Please tell us about these people below.

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 15: About other people who live with you continued

We need to know if any of the people who have lived with you have any money coming in since the date we've put on the front of this form.

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.

Have they had any money coming in since the date we've put on the front of this form?

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

How much is coming in, and how often?

Has this person usually lived with you since the date we've put on the front of this form?

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 15: About other people who live with you continued

Have they had any money coming in since the date we've put on the front of this form?

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 20 Other information**.

Person 3	Person 4
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<input type="text"/>	<input type="text"/>
£ <input type="text"/> every <input type="text"/> weeks / months / year	£ <input type="text"/> every <input type="text"/> weeks / months / year
No <input type="checkbox"/>	No <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"/>
<input type="text"/> Postcode	<input type="text"/> Postcode
<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"/>
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> Please tell us about them.	
<input type="text"/> is the partner of	
<input type="text"/> is the partner of	

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

	You	Your partner
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?	No <input type="checkbox"/> Yes <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner living in a care home temporarily?	No <input type="checkbox"/> Yes <input type="checkbox"/> How long do you expect to stay? <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How long do you expect to stay? <input type="text"/>
Are you friends or family paying for this care?	No <input type="checkbox"/> Yes <input type="checkbox"/>	
Did you or your partner ever own your home before you moved to where you live now?	No <input type="checkbox"/> Go to Part 18 Your circumstances. Yes <input type="checkbox"/>	No <input type="checkbox"/> Go to Part 18 Your circumstances. Yes <input type="checkbox"/>
Who owned the home?	<input type="checkbox"/> You <input type="checkbox"/> Your partner <input type="checkbox"/> Both of you	
Has it been sold?	No <input type="checkbox"/> Yes <input type="checkbox"/> When was it sold? <input type="text"/> How much was it sold for? £ <input type="text"/>	
If it has not been sold, does anyone live there?	No <input type="checkbox"/> Yes <input type="checkbox"/> 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.

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.

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.

☐

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

 / /

National Insurance number

You can get this from payslips or from tax papers.

Letters Numbers Letter

Address

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.

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 22**.

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 22**.

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 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"/>	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 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"/>	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"/>	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"/>	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.

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

