

# Permitted work

If you need this questionnaire in Braille, large print or audio please call **0345 608 8545**.

**Please read these notes carefully. They contain information about permitted work and what you must do.**

You **must** fill in and send back this questionnaire if you do any work. If you have already started work you must send your first wage slip with this questionnaire.

## What is permitted work?

Permitted work can help you learn new skills, help build your confidence and help you start thinking about types of work you could do.

If you have a disability, illness or health condition you may be able to do some work and keep your payments and National Insurance credits for the following benefits:

- Employment and Support Allowance (ESA)
- Incapacity Benefit (IB)
- Severe Disablement Allowance (SDA).

Permitted work lets you:

- work for less than 16 hours each week
- earn up to £120 **every week**, after tax
- get your normal amount of benefit
- build up your skills and experience
- do voluntary work – there is no limit on how many hours a week you can do voluntary work for.

## What you need to do

Write in **black ink** and use CAPITAL LETTERS.

Read this questionnaire carefully and make sure you fill in:

- **Parts 1 and 2** – these must be filled in by everyone
- **Part 3** – only needs to be filled in if you are doing supported permitted work. Your support worker or the person supervising you will fill this part in for you
- **Part 4** – you must sign and date this section **before** you send it to Jobcentre Plus.

Send the questionnaire back in the freepost envelope we have sent you, or post it to the address at the top of any ESA letters we have sent you.

Please **don't** take this questionnaire into your Jobcentre Plus office.

If you need help filling in the questionnaire, you can:

- ask a friend, relative, carer or support worker to help you
- call Jobcentre Plus on **0345 608 8545**. We can arrange for someone to talk you through the questions over the phone.

**jobcentreplus**

Department for  
Work and Pensions

**PW1ESA 4/17**

## **Supported permitted work**

Your professional support worker must fill in **Part 3** of **Your reply** if you are doing supported permitted work.

By *supported permitted work* we mean work that is supervised by someone because you have a disability, illness or health condition. The supervisor is normally employed by a public or local authority, or a voluntary organisation. This could be work done in the community or in a sheltered workshop. It also includes work as part of a hospital treatment programme.

There is no limit on how many hours you can do supported permitted work for, and you can earn up to £120 every week, after tax.

## **How your earnings may change your benefit**

If you do permitted work, it will not change your benefit or your right to National Insurance credits.

Expenses will not normally change your benefit if you get them as part of the job. By *expenses* we mean money paid to you by your employer that isn't part of your wage. However, some expenses such as travel to and from work will be regarded as earnings. To find out more about expenses, ask the office dealing with your benefit.

## **How your earnings may change the amount of tax you pay**

If you start permitted work, you may have to pay tax on your extra income. We will let HM Revenue and Customs (HMRC) know when your permitted work has been agreed. HMRC will work out if you should pay tax.

## **Council Tax reduction**

You should contact your local authority before starting permitted work. This is so you can find out if your Council Tax reduction will change.

## **Attending benefit-related assessments and appointments with a work coach**

You don't need your doctor's approval or to have a medical check before you do permitted work. But you must still go to any benefit-related assessments and appointments with a work coach that we ask you to, while you are getting benefit. If you don't go to a benefit-related assessment or appointments with a work coach, you may lose benefit payments.

## **More information**

If you want more information about permitted work, or want to download another copy of this form, please visit **[www.gov.uk](http://www.gov.uk)**

# Your reply

## Part 1: About you

**Title**  
For example Mr, Mrs, Miss, Ms.

**Surname or family name**

**All other names you use now**  
in full

**Address**

**Mobile phone number**  
This is the number we'll use to  
send you a text if we need to.  
For example, to ask you to  
attend an appointment with a  
work coach.

**Daytime phone number,**  
if different

**Email address,** if you have one

**Date of birth**

**National Insurance (NI)**  
**number**

Home ☐ Mobile ☐ Work ☐

Letters  Numbers  Letter

# Your reply continued

## Part 2: About the work you are starting or have started

Is your work self-employed?

No ☐

Yes ☐

Employer or company name  
and address

Postcode

Job title

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Please tell us the sort of  
things you do at work

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On what date did you start  
work or will you start work?

If this date changes, tell us.

/	/
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How much will you earn  
after tax?

This is the amount after income  
tax and National Insurance (NI)  
contributions are taken off.

£
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each week ☐

each month ☐

Please tell us about

- earnings or fees as a director
- maternity pay
- holiday pay
- bonus payments
- regular tips
- Statutory Adoption Pay (SAP)
- Statutory Maternity Pay (SMP)
- Statutory Paternity Pay (SPP)
- Statutory Sick Pay (SSP)

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**Your reply** continued

**Part 2: About the work you are starting or have started** continued

**How many hours will you work each week?**

hours a week

**If your hours will be different each week, please tell us as much as you can about your working pattern**

**When will you get your first payment?**

/ /

**Will you get any expenses?**

By *expenses* we mean any money that is paid to you by your employer that isn't part of your wage.

No ☐  
Yes ☐ What are these for?

How much will you get, and how often?

£ each week each month

**Are you sending your first payslip, bank statements or accounts with this form?**

No ☐  
Yes ☐

# Your reply continued

## Part 3: Supported permitted work

Your professional support worker must fill in this part. A professional support worker is someone who works for a public body or voluntary organisation and organises work for people with disabilities, illnesses or health conditions.

The support worker must provide on-going and regular support and supervision over the work you are telling us about.

**Title and surname of support worker**

**First name**

**Official address**

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

**Organisation's stamp**

**Daytime phone number**

Code	Number
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## Support worker's declaration:

By completing Part 3 **I'm agreeing** that this work will be supported and supervised by my organisation on an on-going and regular basis.

**Support worker's signature**

**Date**

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
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# Your reply continued

## Part 4: Declaration

I declare I have read and understood the notes at the front of this form, the information I have given on this form is correct and complete.

I understand I must report all changes in my circumstances 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 incorrect information, or fail to report changes in my circumstances promptly, I understand that my benefit may be stopped or reduced and any overpayment may be recovered. In addition, I may be prosecuted or face a financial penalty.

I also understand that the Department may use the information which it has or may get in the future to decide whether I am entitled to:

- the benefit I am claiming
- any other benefit I may claim
- any other benefit I may claim in the future.

**Your signature**

**Date**

