

Social Security

Maternity Allowance claim form

Please read leaflet MA5 and the following notes before completing this form.

To qualify for Maternity Allowance you must have been working as an employed or self-employed person and earned on average at least the earning threshold for 26 weeks in the 66 weeks before you have your baby. To make your claim for Maternity Allowance complete this form in ink, using CAPITAL LETTERS where you can. If you cannot complete the form yourself, you can ask someone else to complete it for you. If you need any help ask at your local social security office or telephone the General Benefits Section on 685105.

When complete, take or send this form together with any documents we have asked for to the General Benefits Section, Social Security Division, Markwell House, Market Street, Douglas IM1 2RZ or you can take it to either the Port Erin or Ramsey district office. You cannot claim more than 14 weeks before the week in which you expect your baby. Claim as soon as you can after then, even if you are still working. The earliest your maternity allowance period can start is 11 weeks before the week in which you expect your baby.

Part 1

About you

1. Title	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms
2. Your surname	<input type="text"/>		
3. Your maiden name	<input type="text"/>		
4. Other names	<input type="text"/>		
5. Your full address	<input type="text"/>		
	<input type="text"/>		
	Postcode		
6. Your date of birth	Day	Month	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Your National Insurance (NI) number	Letters	Numbers	Letter
	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Daytime telephone number	<input type="text"/>		



The Treasury

Yn Tashtey

Form MA1 July 2014

Part 2

The dates we need to decide your claim

The dates you tell us in this part of the form are important. You will need them to answer the questions in the rest of the form.

9. What date do you expect, or did you expect, to have your baby?

Day	Month	Year

This is the date on your Maternity Certificate (Mat B1) issued by your doctor or midwife. If you claim after your baby is born, your ante-natal clinic appointment card should show this date.

10. Look at the table we gave you with this form to find the dates of your Test Period. Enter these dates opposite. If you cannot work out these dates, ask at your local social security office for help or telephone 685105.

First day of your Test Period		
Last day of your Test Period		

Part 3

About your work during the test period

11. Were you working as an employed person for at least 26 weeks in your Test Period?

Yes - now go to question 12

No - now go to question 14

12. Please provide your payslips from the Test Period -

(a) if you are paid monthly provide the 3 highest paid monthly payslips during the test period, or

(b) if you are paid weekly provide the 13 highest paid weekly payslips during the test period.

Your claim may be delayed if you do not send us your payslips or other evidence. Your claim cannot be decided until your earnings have been checked.

The amount of Maternity Allowance you receive will depend on your earnings. You will receive either the standard rate of Maternity Allowance or 90% of your average weekly earnings if this calculation results in a figure which is less than the standard rate of Maternity Allowance.

Part 4

About your earnings

13. Please tell us below about your employer or employers during your Test Period.

Employer 1

Name and address of employer

(Please note we will be writing to your employer, so please provide a full address)

Postcode

Email address of employer

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Date you started work for this employer

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Date you finished work for this employer

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How often were you normally paid?

Weekly Fortnightly 4 weekly Monthly

Employer 2

Name and address of employer

(Please note we will be writing to your employer, so please provide a full address)

Postcode

Email address of employer

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Date you started work for this employer

Date you finished work for this employer

How often were you normally paid? Weekly Fortnightly 4 weekly Monthly

Employer 3

Name and address of employer
(Please note we will be writing to your employer, so please provide a full address)

Postcode

Email address of employer

Date you started work for this employer

Date you finished work for this employer

How often were you normally paid? Weekly Fortnightly 4 weekly Monthly

If you had more than 3 employers during your Test Period, please tell us about the others in the space provided in Part 9.

14. Did you work as a self-employed person for at least 26 weeks in your Test Period? Yes No

If you are self-employed and have paid Class 2 National Insurance contributions you will be treated as having weekly earnings 90% of which equals the self-employed rate of Maternity Allowance in force in the week covered by that Class 2 contribution.

If you are self-employed and have a Small Earnings Exception certificate, you will be treated as having earnings equal to the Maternity Allowance Threshold (MAT) that applies to the end of each week covered by the certificate.

15. Did you pay Class 2 National Insurance contributions as a self-employed person in your Test Period?
 Yes - now please answer questions 16 and 17 No - now go to question 18

16. What period did you pay these contributions for?
From To

17. Do you have a Small Earnings Exception certificate for any period within your Test Period?
 Yes - Please send us your Small Earnings Exception certificate No

Part 5 About your work now

18. Are you working now? Yes No
What was/will be your last day in work?

Part 6 About other benefits

19. Please tick the relevant box if you are getting, or have recently claimed any of the following benefits:
Jobseeker's Allowance Income Support Incapacity Benefit
Bereavement Allowance Widowed Parent's Allowance Training Allowance or Grant

20. Maternity Allowance can be paid either by –

- direct payments into your bank, building society or National Savings and Investments (NS&I), investment account; or
- weekly cheques cashable at a Post Office.

If you want your Maternity Allowance to be paid into a bank, building society or NS&I account, please see (a) and complete (b). If you would like to cash your Maternity Allowance at the Post Office go to (c).

(a) Payment direct into an account

Your benefit will be paid into your account every 2 weeks in arrears. It will be paid into the account on the last bank working day in each 2 week period.

Finding out how much is paid into the account

You can check your benefit payments on your account statements. Your statement will show Pension/Ben next to the payments that are from us. If you think the payment is wrong, get in touch with us.

If not enough money is paid into the account

If we do not pay enough money into the account, we will make another payment or add the money we owe you onto your next payment.

If too much money is paid into the account

If too much money is paid into the account because of the way the credit transfer system works, we have the right to recover any money that you are not entitled to. For example, you may give us information which means that you are entitled to less money but we may not be able to change the amount already sent out.

(b) About the account you want to use

What name or names is the account in?

Name of bank or building society

Branch name

Sort Code number

This is in the top right-hand corner of most cheques

Please note that we can only pay benefit into one bank account, if you are already receiving a benefit (e.g. Child Benefit) by credit transfer we will have to use the same account for both benefits.

Account number

(This should only be 8 numbers long)

Type of account e.g. deposit, current etc.

More information if it is a Building Society account

Building Society roll or reference number

(Some Building Societies accounts use a roll or reference number. This number is on the pass book)

The roll or reference number can contain letters and numbers and can be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the Building Society.

(c) If you want your Maternity Allowance to be paid to you by weekly cheque, please tell us the name of the Post Office you want to cash your cheques at –

Name of Post Office

21. Everyone must send us their Maternity Certificate (Mat B1). You can get this from your doctor or midwife. Do not delay sending us your claim if you cannot get one straight away you can send it to us later.

If you delay claiming you could lose money.

Please tick here if you are sending form Mat B1 with this claim.

22. You can use this space to tell us anything else that you think we might need to know

23. Declaration

- 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 if I knowingly give false information, I may be liable to prosecution or other action.
- 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 Treasury
 - any doctor advising the Treasury
 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 again
 and that the information may be given to the doctor or to the Treasury.
- I also understand that the Treasury 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 in the future.

If you claim more than 3 months after the date your Maternity Allowance is due to start you will lose money.

This is my claim for Maternity Allowance

Signature

Date

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If you have filled in and signed this form for someone else, please tick here

For office use

National Insurance number

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Last claim to Incapacity Benefit

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Last claim to Jobseeker's Allowance

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RD50 issued?

Yes

No

Confirmed date of ceasing work

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EDC

--	--	--

11 weeks before EDC

--	--	--

MA awarded

From

--	--	--

To

--	--	--

Average weekly earnings

£

Rate

£

Number of weeks

Rated by

--	--	--

Date

Checked by

--	--	--

Date