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

<table>
<thead>
<tr>
<th>About you</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Title</td>
<td>Mrs</td>
</tr>
<tr>
<td>2. Your surname</td>
<td></td>
</tr>
<tr>
<td>3. Your maiden name</td>
<td></td>
</tr>
<tr>
<td>4. Other names</td>
<td></td>
</tr>
<tr>
<td>5. Your full address</td>
<td></td>
</tr>
<tr>
<td>6. Your date of birth</td>
<td></td>
</tr>
<tr>
<td>7. Your National Insurance (NI) number</td>
<td></td>
</tr>
<tr>
<td>8. Daytime telephone number</td>
<td></td>
</tr>
</tbody>
</table>

**Isle of Man**

**Government**

**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?  

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.

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)

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 2**

Name and address of employer

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

Email address of employer
### 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

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

National Insurance number  

Last claim to Incapacity Benefit  

Last claim to Jobseeker’s Allowance  

RD50 issued?  Yes  No  

Confirmed date of ceasing work  

EDC  

11 weeks before EDC  

MA awarded  From  To  

Average weekly earnings £  

Rate £  Number of weeks  

Rated by  

Checked by  

Form MA1 July 2014