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- downloading the form
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- printing the form

please contact the **DWP Online helpdesk.**

Phone: **0345 604 3349**

Minicom (textphone): **0345 604 0523**

Email: **dwponline.helpdesk@dwp.gsi.gov.uk**

Opening hours:

Monday to Friday: 8.00am - 6.00pm

Closed on all Public and Bank Holidays.

For help and advice on the information you need to put on the form, or about the benefit you want to claim, contact the office that deals with the benefit.

Maternity Allowance



Department
for Work &
Pensions

Please keep these notes for your information, do not return them with your MA1 claim form.

Notes sheet

- **Help if you are expecting a baby and you are or have been**
 - **employed but cannot get Statutory Maternity Pay, or**
 - **self employed, or**
 - **not employed or self-employed, but you take part in the business of your self-employed spouse or civil partner, or**
 - **an agency worker.**

These notes give general guidance only and should not be treated as a complete and authoritative statement of the law.

What is Maternity Allowance?

Maternity Allowance (MA) is a social security benefit that you may be able to get around the time your baby is due.

- It is paid every 2 weeks or every 4 weeks in arrears.
- It is paid up to 39 weeks if you
 - are employed or self-employed, or
 - have recently been employed or self-employed, or
 - are an agency worker.

It is called the **Maternity Allowance Period (MAP)** when we pay you MA.

- It is paid for up to 14 weeks if you are not employed or self-employed, but you take part in activities related to the business of your self-employed spouse or civil partner. It is called the **14 week period** when we pay you this MA.

Who can get Maternity Allowance?

You may be able to get Maternity Allowance for 39 weeks if

- **you are not entitled to Statutory Maternity Pay (SMP) from any of your employers**

Your employer must give you a form **SMP1** which says why you cannot get SMP. If you have more than one employer, each one must give you an **SMP1**. Send us the **SMP1** from each employer.

You may not be able to get SMP because

- you were not employed in the 15th week before the week your baby is due, or
- you have not been employed by the same employer for long enough, or
- you have not been earning enough.

Who can get Maternity Allowance? continued

and

- you have been employed or self-employed for at least 26 weeks in the 66 weeks before the week you expect to have your baby

and

- your average gross weekly earnings are at least £30 a week for 13 weeks in your Test Period

or

- we have treated you as having earnings of £30 a week in the Test Period

and

- you have stopped work to have your baby.

See **page 5** for more information about the **Test Period**.

If you are employed, we may check the information you have given us with your employer.

By *employer* we mean the person or organisation who pays the employer's share of Class 1 National Insurance (NI) contributions. We still call them an employer, even if they don't pay Class 1 NI contributions because of an employee's age or level of earnings.

We call you *employed* even if you are an agency worker, if

- you pay Class 1 NI contributions on your earnings, or
- you would pay Class 1 NI contributions, but you do not because of your age or level of earnings.

To find out more about your gross weekly earnings, see

- **page 9** if you are employed, or
- **page 10** if you are self-employed.

Who can get Maternity Allowance? continued

You do not have to be a UK citizen to get MA.

If you have worked, you may be able to get MA.

People who are self-employed are required by law to register their self-employment with HM Revenue & Customs (HMRC) according to HMRC rules. If you do not register or register late, you may lose some or all of your MA.

You may be able to get MA for 14 weeks if

you take part in the business of your self-employed spouse or civil partner.

To get Maternity Allowance for taking part in activities related to the business of your self-employed spouse or civil partner you must not be entitled to Statutory Maternity Pay, or Maternity Allowance in respect of either employment or self-employment, at the same time, for the same pregnancy.

In addition, in at least **26 weeks during your Test Period** you must take part in activities related to the business, and **for those same 26 weeks**:

- you must be married to, or in a civil partnership with, the self-employed person, and
- you must not be employed by, or a partner in, your spouse's or civil partner's business, and
- your spouse or civil partner must have been working as a self-employed earner in their business, and
- your spouse or civil partner must have been registered as self-employed and have paid Class 2 National Insurance contributions.

By *taking part in activities related to the business* we mean carrying out the same or additional tasks which support the business of your self-employed spouse or civil partner.

Who can get Maternity Allowance? continued

People who are self-employed are required by law to register their self-employment with HMRC according to HMRC rules.

If your self-employed spouse or civil partner has not registered with HMRC or registers late, you may lose some or all of your MA.

Your spouse's or civil partner's Class 2 NI contributions

We may need to contact your spouse or civil partner about paying Class 2 NI contributions. You can ask us not to contact them, but if they have not paid enough Class 2 NI contributions to entitle you to MA, we may not be able to pay you MA.

Test Period

The 66 weeks before the week you expect to have your baby is known as your **Test Period**. We work out your Test Period from the date your baby is due, not the actual date of birth.

Please refer to the Test Period table in this pack or at www.gov.uk/maternity-allowance/how-to-claim to identify the Test Period that applies to you.

When to claim Maternity Allowance

The earliest you can claim is at the start of the 14th week before the week your baby is due.

Even if you are still working or taking part in the business of your self-employed spouse or civil partner, claim as soon as you can after the start of the 14th week before the week your baby is due. We will contact you later to find out the date when you stop work.

Do not sign and date the MA1 claim form earlier than the 14th week before the week your baby is due.

If your baby is born early

Claim straight away after your baby is born. Your **Test Period** will not change.

Time limit for claims

You must claim within 3 months of the date your Maternity Allowance Period or 14 week period is due to start. If you delay, you will lose money.

Your expected date of childbirth

- **If you are claiming before your baby is born**
This date is in **Part A** of your **Maternity Certificate MAT B1**. Childbirth is called *confinement* on the certificate. You can get this certificate from your doctor or midwife from the 21st week of your pregnancy.
- **If you are claiming after your baby is born**
Send us your **MAT B1** completed at **Part B**. If **Part B** has not been completed, you must send us your baby's birth certificate.
- **If you give birth to a stillborn child**
We know this will be a very difficult time for you but please send in the notification of stillbirth issued by the attending midwife or doctor or the certificate of stillbirth issued by the registrar. Please tell your Jobcentre Plus straight away to make sure we don't pay you MA that we then have to claim back.

When we pay Maternity Allowance

Your **Maternity Allowance Period** or **14 week period** will start on the Sunday of the 11th week before the week you expect to have your baby, if at this time you are:

- not employed or self employed
- employed or self employed, but have stopped working, or
- not taking part in the business of your self-employed spouse or civil partner.

If you are still working as an employed or self-employed earner on or after the 11th week before the week you expect to have your baby

Usually you can choose when you want your MA to start. Your MA can start on any day after you stop work, but the latest it can start is the day after your baby is born. Make sure you read the rest of the information in this section which tells you about situations when your MA must start at a particular time.

If you are getting SSP from your employer, your SSP must stop when your MA starts. **You must tell your employer the date that your Maternity Allowance Period will start.**

If you are still taking part in the business of your self-employed spouse or civil partner on or after the 11th week before the week you expect to have your baby

If you are still taking part in the business of your self-employed spouse or civil partner on or after the 11th week before the week you expect to have your baby, your MA will start on the day after you stop taking part.

If you give birth earlier than expected

If you give birth earlier than expected and your MA has not yet started, you **must** tell Jobcentre Plus straight away. This is because your MA will start automatically on the day after the birth. Details of how to contact Jobcentre Plus are on page 13.

When we pay Maternity Allowance continued

If you give birth to a stillborn child

If your baby is stillborn from the start of the 24th week of pregnancy you must tell Jobcentre Plus straight away. This is because MA will start the day after the birth. Details of how to contact Jobcentre Plus are on page 13.

If you are off work because of your pregnancy on or after the 4th week before the week your baby is due

Your MA **must start** if you are on maternity leave on or after the 4th week before the week your baby is due. Your MA will start automatically on the day after the first day you are absent from work for this reason in this 4 week period.

If you are sick because of your pregnancy on or after the 4th week before your baby is due

Your MA **must start** if you are sick because of your pregnancy at any time in the 4 weeks before the week your baby is due and you

- are absent from work, or
- stop taking part in activities related to the business of your self employed spouse or civil partner.

Your MA will start automatically on the day after the first day you are sick and absent from work or taking part in activities related to the business of your self-employed spouse or civil partner for this reason in this 4 week period.

If you were getting any Statutory Sick Pay (SSP), Employment and Support Allowance or Incapacity Benefit, it will stop.

If you and your employer disagree about whether you are sick because of your pregnancy, get in touch with Jobcentre Plus. Details of how to contact Jobcentre Plus are on page 13.

How we work out how much Maternity Allowance you get

If you are employed

We use the **earnings rule** to work out your MA.

The earnings rule means that you must earn at least £30 a week on average. We average your gross earnings over any 13 weeks in your **Test Period**. The 13 weeks do not have to be in a row.

By *gross earnings*, we mean the amount of money your employer pays you before anything is taken off. For example, income tax or NI contributions.

To work out your average gross weekly earnings, we will add together your gross earnings from each of the 13 weeks in which you earned the most. We then divide the total by 13.

We need to see original payslips for the 13 weeks. For example, if you are paid:

- weekly - send in 13 payslips
- 2-weekly - send in 7 payslips
- 4-weekly - send in 4 payslips
- monthly - send in 4 payslips

If you have been employed you must provide payslips or your claim will be delayed.

If you had more than one job in any of the weeks you have chosen, send us the payslips from all the jobs. We will return them to you. We cannot accept carbonised payslips.

If you do not have your original payslips you can ask your employer to give you copies of them, or you can ask for a statement from your employer to cover your chosen weeks.

The amount of MA you get will be either the standard rate of MA or 90% of your average gross weekly earnings. You will get the amount which is the lower of the two.

How we work out how much Maternity Allowance you get continued

If you are self-employed

We use the **earnings rule** to work out your MA.

If you are self-employed you are required by law to register as self-employed with HMRC. If you do not register, or register late, you may lose some or all of your entitlement to MA.

If you are registered as self-employed for 26 weeks within the Test Period, you will be treated as having earnings of £30 a week for 13 weeks in the Test Period and will get the lower rate of MA.

If you have paid 13 Class 2 NI contributions within the Test Period you will be treated as having enough earnings to get the standard rate of MA.

If you take part in activities related to the business of your self-employed spouse or civil partner

For at least 26 weeks during your Test Period:

- you must have been taking part in activities related to the business of your self-employed spouse or civil partner, and
- **for the same 26 weeks** you must be, or have been married to or in a civil partnership with the same self-employed person, and
- you must not be a partner in or an employee of the business of your spouse or civil partner, and

How we work out how much Maternity Allowance you get

continued

And for the same 26 weeks during your Test Period your spouse or civil partner must have been

- registered as self-employed and have paid Class 2 NI contributions, and
- working as a self-employed earner in their business.

Also, to get this MA you must not be entitled to or receiving

- SMP from a current or former employer for the same pregnancy, or
- MA in respect of either employment or self-employment for the same pregnancy.

The Test Period is 66 weeks up to and including the week before the week your baby is due.

Abroad

MA is based on employment and earnings in the UK. If you have not worked or earned enough in the UK to get MA, but have worked abroad in certain countries, we may be able to take that work into account.

For more information about the countries we can consider, go to

www.gov.uk/international-pension-centre

If you are taking part in activities related to the business of your self-employed spouse or civil partner from abroad, and that business is based in the UK, you may be able to get a maternity allowance depending on the country that you are taking part in activities from.

For more information about the countries we can consider, go to **www.gov.uk/international-pension-centre**

How we work out how much Maternity Allowance you get continued

If the business of your self-employed spouse or civil partner is based abroad and you take part in activities related to it from the UK or from another country, it will be for the country in which the business is based to consider if you can get maternity allowance under that country's qualifying conditions.

What happens after you claim

We can make a decision about your MA claim more quickly if you

- answer all the questions on the claim form that apply to you, and
- send us all the documents we ask for.

If you cannot do this, get in touch with us. We will write to tell you the result of your claim as soon as we can.

If you are not entitled to MA

We will write to tell you the reason. We will also check to see if you can get Employment and Support Allowance. To find out more, ask for a leaflet from Jobcentre Plus. Or you can visit www.gov.uk/browse/benefits

More information and other help

Maternity Allowance

If you live in England, Scotland or Wales contact:

Wrexham Maternity Allowance
Mail Handling Site A
Wolverhampton
WV98 1SU

English speakers phone **0345 608 8610**.

Welsh speakers phone **0345 608 8674**.

Textphone users with speech or hearing difficulties use **0345 608 8553**.

There is more information about Maternity Allowance in **NI17A** *A guide to Maternity Benefits*. You can find the guide at

www.gov.uk/government/publications/maternity-benefits-technical-guidance

More information and other help continued

Working while getting Maternity Allowance (MA)

If you are getting MA for 39 weeks because you were recently either employed or self-employed, you are allowed to work for up to 10 days during your MAP without losing MA payments. These are called *Keeping in Touch days*. You can find out more about this in guide **NI17A**. You can also ask Jobcentre Plus.

You must tell Jobcentre Plus of any work you do while you get MA.

If you are getting MA for 14 weeks for taking part in activities relating to the business of your self-employed spouse or civil partner *Keeping in Touch days* do not apply. You may lose MA for each week that you take part in this business or do any work as an employed or self-employed earner in your 14 week period.

Shared Parental Leave and Statutory Shared Parental Pay

You and your partner or the other parent of the child may be able to get Shared Parental Leave or Statutory Shared Parental Pay after the baby is born.

If you are eligible and decide to take Shared Parental Leave or Statutory Shared Parental Pay, you must give us at least 8 weeks notice that you want to end your MA early. If you have already returned to work, your MA will end in the week in which your notice was given. The end date must be the last date of your benefit week.

For example, if your MA began on a Tuesday, the benefit week will end on the following Monday. If your MA began on a Wednesday, it will end on the following Tuesday.

For more information visit

www.gov.uk/shared-parental-leave-and-pay

More information and other help continued

If you are going abroad or have been abroad

We use *abroad* to mean any country outside the United Kingdom (UK). The UK is Great Britain and Northern Ireland, including any territorial waters next to Great Britain and Northern Ireland. The UK does not include the Isle of Man or the Channel Islands.

The UK has special arrangements with certain other countries that may help you to get MA if you are going abroad or if you have recently been abroad and returned to the UK.

You can find out more by contacting:

International Pension Centre
The Pension Service 11
Mail Handling Site A
Wolverhampton
WV98 1LW

Phone: **0191 218 7644** (or **+44 191 218 7644** when calling from abroad)

Textphone users with speech or hearing difficulties use **0191 218 7280** (or **+44 191 218 7280** when calling from abroad)

Fax: **0191 218 7147**

E-mail: **tvp.internationalqueries@dwp.gsi.gov.uk**

Or you can find out more at
www.gov.uk/international-pension-centre

Child Benefit

You can claim this benefit when your baby is born. To find out more about Child Benefit visit **www.gov.uk/child-benefit**

More information and other help continued

Sure Start Maternity Grant

You may be able to get a Sure Start Maternity Grant if you or your partner are getting

- Income Support
- income-based Jobseeker's Allowance
- Child Tax Credit at a rate higher than the family element, or
- Working Tax Credit which includes a disability or severe disability element.

You can get the claim form **SF100** *Sure Start Maternity Grant* from the Social Fund from your ante-natal clinic or Jobcentre Plus.

Working Tax Credit

This is a payment to top up the earnings of working people with a low income. You usually need to be working a minimum number of hours a week to claim Working Tax Credit.

If you are aged 16 or over, you can claim Working Tax Credit if you work at least 16 hours a week and

- you qualify for a disability element, or
- you or your partner are aged 60 or over, or
- you are single and are responsible for a child or qualifying young person.

If you are part of a couple and are responsible for a child or qualifying young person, you can claim Working Tax Credit if

- you and your partner work at least 24 hours a week between you, with one of you working at least 16 hours a week, or
- you or your partner work at least 16 hours a week when the other partner is incapacitated, in hospital or in prison, or
- you or your partner work at least 16 hours a week and are disabled or aged 60 or over.

More information and other help continued

If you do not have children, are not entitled to the disability element or are not over 60, you can claim Working Tax Credit if:

- you are aged 25 or over, and
- you work at least 30 hours a week.

Working Tax Credit is available to self-employed people and employees.

Child Tax Credit

Maternity Allowance does not include money for children or qualifying young persons. But you can claim Child Tax Credit instead.

We use 'child' to mean a person aged under 16 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.

To claim tax credits

To claim tax credits, you have to fill in a claim form. You can only get a Tax Credits claim pack from the Tax Credit helpline. You can't claim online.

Phone the Tax Credit helpline on **0345 300 3900**.

If you have speech or hearing difficulties, you can contact the helpline using a textphone on **0345 300 3909**.

If you need help or a form in Welsh, please phone **0345 302 1489**.

Lines are open 8am to 8pm Monday to Friday and 8am to 4pm on Saturday. Lines are closed Sunday, Christmas Day, Boxing Day and New Year's Day.

Maternity leave and employment rights

If you are an employee, you are entitled to take time off work to have your baby. You also have other employment rights. To find out more about maternity leave and employment rights visit

www.gov.uk/employee-rights-when-on-leave

Maternity Allowance

Test Period table from 2013 to 2017

Please keep this table for your information, do not return them with your MA1 claim form.

Your claim to Maternity Allowance (MA) will be decided on the work you have done in your *Test Period*. This is the 66 weeks up to, and including, the Saturday before the week you expect to have your baby.

Find the week in **column 1** of the table that includes the date you expect to have your baby. Read across the line to work out your Test Period and the 15th week before the week your baby is due. See the example below. If the week you expect to have your baby is not shown in **column 1** of the table, get in touch with Jobcentre Plus. Ask them for a new Maternity Allowance Test Period table.

The 15th week before the week your baby is due is used to decide if you should be getting Statutory Maternity Pay (SMP). This week starts on the date shown in **column 4** of the table.

You might get SMP if you were employed in this week and satisfy the conditions for payment.

Example

See the shaded line on **page 3**.

Date you expect to have your baby:
12 August 2014

The week that includes the date you expect to have your baby
(**column 1**) **10 August 2014 – 16 August 2014**

Your Test Period is
(**columns 2 and 3**) **5 May 2013 – 9 August 2014**

The 15th week before the week your baby is due starts on
(**column 4**) **27 April 2014**



Department
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2013 / 2014

1	2	3	4
The week that includes the date you expect to have your baby	The first day of your Test Period	The last day of your Test Period	The 15th week before the week your baby is due starts on
November 2013			
03/11 - 09/11	29 Jul 2012	02 Nov 2013	21 Jul 2013
10/11 - 16/11	05 Aug 2012	09 Nov 2013	28 Jul 2013
17/11 - 23/11	12 Aug 2012	16 Nov 2013	04 Aug 2013
24/11 - 30/11	19 Aug 2012	23 Nov 2013	11 Aug 2013
December			
01/12 - 07/12	26 Aug 2012	30 Nov 2013	18 Aug 2013
08/12 - 14/12	02 Sep 2012	07 Dec 2013	25 Aug 2013
15/12 - 21/12	09 Sep 2012	14 Dec 2013	01 Sep 2013
22/12 - 28/12	16 Sep 2012	21 Dec 2013	08 Sep 2013
29/12 - 04/01	23 Sep 2012	28 Dec 2013	15 Sep 2013
January 2014			
05/01 - 11/01	30 Sep 2012	04 Jan 2014	22 Sep 2013
12/01 - 18/01	07 Oct 2012	11 Jan 2014	29 Sep 2013
19/01 - 25/01	14 Oct 2012	18 Jan 2014	06 Oct 2013
26/01 - 01/02	21 Oct 2012	25 Jan 2014	13 Oct 2013
February			
02/02 - 08/02	28 Oct 2012	01 Feb 2014	20 Oct 2013
09/02 - 15/02	04 Nov 2012	08 Feb 2014	27 Oct 2013
16/02 - 22/02	11 Nov 2012	15 Feb 2014	03 Nov 2013
23/02 - 01/03	18 Nov 2012	22 Feb 2014	10 Nov 2013
March			
02/03 - 08/03	25 Nov 2012	01 Mar 2014	17 Nov 2013
09/03 - 15/03	02 Dec 2012	08 Mar 2014	24 Nov 2013
16/03 - 22/03	09 Dec 2012	15 Mar 2013	01 Dec 2013
23/03 - 29/03	16 Dec 2012	23 Mar 2014	08 Dec 2013
30/03 - 05/04	23 Dec 2012	29 Mar 2014	15 Dec 2013
April			
06/04 - 12/04	30 Dec 2012	05 Apr 2014	22 Dec 2013
13/04 - 19/04	06 Jan 2013	12 Apr 2014	29 Dec 2013
20/04 - 26/04	13 Jan 2013	19 Apr 2014	05 Jan 2014
27/04 - 03/05	20 Jan 2013	26 Apr 2014	12 Jan 2014

2014

1 The week that includes the date you expect to have your baby	2 The first day of your Test Period	3 The last day of your Test Period	4 The 15th week before the week your baby is due starts on
May 2014			
04/05 – 10/05	27 Jan 2013	03 May 2014	19 Jan 2014
11/05 – 17/05	03 Feb 2013	10 May 2014	26 Jan 2014
18/05 – 24/05	10 Feb 2013	17 May 2014	02 Feb 2014
25/05 – 31/05	17 Feb 2013	24 May 2014	09 Feb 2014
June			
01/06 – 07/06	24 Feb 2013	31 May 2014	16 Feb 2014
08/06 – 14/06	03 Mar 2013	07 Jun 2014	23 Feb 2014
15/06 – 21/06	10 Mar 2013	14 Jun 2014	02 Mar 2014
22/06 – 28/06	17 Mar 2013	21 Jun 2014	09 Mar 2014
29/06 – 05/07	24 Mar 2013	28 Jun 2014	16 Mar 2014
July			
06/07 – 12/07	31 Mar 2013	05 Jul 2014	23 Mar 2014
13/07 – 19/07	07 Apr 2013	12 Jul 2014	30 Mar 2014
20/07 – 26/07	14 Apr 2013	19 Jul 2014	06 Apr 2014
27/07 – 02/08	21 Apr 2013	26 Jul 2014	13 Apr 2014
August			
03/08 – 09/08	28 Apr 2013	02 Aug 2014	20 Apr 2014
10/08 – 16/08	05 May 2013	09 Aug 2014	27 Apr 2014
17/08 – 23/08	12 May 2013	16 Aug 2014	04 May 2014
24/08 – 30/08	19 May 2013	23 Aug 2014	11 May 2014
31/08 – 06/09	26 May 2013	30 Aug 2014	18 May 2014
September			
07/09 – 13/09	02 Jun 2013	06 Sep 2014	25 May 2014
14/09 – 20/09	09 Jun 2013	13 Sep 2014	01 Jun 2014
21/09 – 27/09	16 Jun 2013	20 Sep 2014	08 Jun 2014
28/09 – 04/10	23 Jun 2013	27 Sep 2014	15 Jun 2014
October			
05/10 – 11/10	30 Jun 2013	04 Oct 2014	22 Jun 2014
12/10 – 18/10	07 Jul 2013	11 Oct 2014	29 Jun 2014
19/10 – 25/10	14 Jul 2013	18 Oct 2014	06 Jul 2014
26/10 – 02/11	21 Jul 2013	25 Oct 2014	13 Jul 2014

2014 / 2015

1	2	3	4
The week that includes the date you expect to have your baby	The first day of your Test Period	The last day of your Test Period	The 15th week before the week your baby is due starts on
November 2014			
02/11 - 08/11	28 Jul 2013	01 Nov 2014	20 Jul 2014
09/11 - 15/11	04 Aug 2013	08 Nov 2014	27 Jul 2014
16/11 - 22/11	11 Aug 2013	15 Nov 2014	03 Aug 2014
23/11 - 29/11	18 Aug 2013	22 Nov 2014	10 Aug 2014
30/11 - 06/12	25 Aug 2013	29 Nov 2014	17 Aug 2014
December			
07/12 - 13/12	01 Sep 2013	06 Dec 2014	24 Aug 2014
14/12 - 20/12	08 Sep 2013	13 Dec 2014	31 Aug 2014
21/12 - 27/12	15 Sep 2013	20 Dec 2014	07 Sep 2014
28/12 - 03/12	22 Sep 2013	27 Dec 2014	14 Sep 2014
January 2015			
04/01 - 10/01	29 Sep 2013	03 Jan 2015	21 Sep 2014
11/01 - 17/01	06 Oct 2013	10 Jan 2015	28 Sep 2014
18/01 - 24/01	13 Oct 2013	17 Jan 2015	05 Oct 2014
25/01 - 31/01	20 Oct 2013	24 Jan 2015	12 Oct 2014
February			
01/02 - 07/02	27 Oct 2013	31 Jan 2015	19 Oct 2014
08/02 - 14/02	03 Nov 2013	07 Feb 2015	26 Oct 2014
15/02 - 21/02	10 Nov 2013	14 Feb 2015	02 Nov 2014
22/02 - 28/02	17 Nov 2013	21 Feb 2015	09 Nov 2014
March			
01/03 - 07/03	24 Nov 2013	28 Feb 2015	16 Nov 2014
08/03 - 14/03	01 Dec 2013	07 Mar 2015	23 Nov 2014
15/03 - 21/03	08 Dec 2013	14 Mar 2015	30 Nov 2014
22/03 - 28/03	15 Dec 2013	21 Mar 2015	07 Dec 2014
29/03 - 04/04	22 Dec 2013	28 Mar 2015	14 Dec 2014
April			
05/04 - 11/04	29 Dec 2013	04 Apr 2015	21 Dec 2014
12/04 - 18/04	05 Jan 2014	11 Apr 2015	28 Dec 2014
19/04 - 25/04	12 Jan 2014	18 Apr 2015	04 Jan 2015
26/04 - 02/05	19 Jan 2014	25 Apr 2015	11 Jan 2015

2015

1 The week that includes the date you expect to have your baby	2 The first day of your Test Period	3 The last day of your Test Period	4 The 15th week before the week your baby is due starts on
May 2015			
03/05 – 09/05	26 Jan 2014	02 May 2015	18 Jan 2015
10/05 – 16/05	02 Feb 2014	09 May 2015	25 Jan 2015
17/05 – 23/05	09 Feb 2014	16 May 2015	01 Feb 2015
24/05 – 30/05	16 Feb 2014	23 May 2015	08 Feb 2015
31/05 – 06/06	23 Feb 2014	30 May 2015	15 Feb 2015
June			
07/06 – 13/06	02 Mar 2014	06 Jun 2015	22 Feb 2015
14/06 – 20/06	09 Mar 2014	13 Jun 2015	01 Mar 2015
21/06 – 27/06	16 Mar 2014	20 Jun 2015	08 Mar 2015
28/06 – 04/07	23 Mar 2014	27 Jun 2015	15 Mar 2015
July			
05/07 – 11/07	30 Mar 2014	04 Jul 2015	22 Mar 2015
12/07 – 18/07	06 Apr 2014	11 Jul 2015	29 Mar 2015
19/07 – 25/07	13 Apr 2014	18 Jul 2015	05 Apr 2015
26/07 – 01/08	20 Apr 2014	25 Jul 2015	12 Apr 2015
August			
02/08 – 08/08	27 Apr 2014	01 Aug 2015	19 Apr 2015
09/08 – 15/08	04 May 2014	08 Aug 2015	26 Apr 2015
16/08 – 22/08	11 May 2014	15 Aug 2015	03 May 2015
23/08 – 29/08	18 May 2014	22 Aug 2015	10 May 2015
30/08 – 05/09	25 May 2014	29 Aug 2015	17 May 2015
September			
06/09 – 12/09	01 Jun 2014	05 Sep 2015	24 May 2015
13/09 – 19/09	08 Jun 2014	12 Sep 2015	31 May 2015
20/09 – 26/09	15 Jun 2014	19 Sep 2015	07 Jun 2015
27/09 – 03/10	22 Jun 2014	26 Sep 2015	14 Jun 2015
October			
04/10 – 10/10	29 Jun 2014	03 Oct 2015	21 Jun 2015
11/10 – 17/10	06 Jul 2014	10 Oct 2015	28 Jun 2015
18/10 – 24/10	13 Jul 2014	17 Oct 2015	05 Jul 2015
25/10 – 31/10	20 Jul 2014	24 Oct 2015	12 Jul 2015

2015 / 2016

1	2	3	4
The week that includes the date you expect to have your baby	The first day of your Test Period	The last day of your Test Period	The 15th week before the week your baby is due starts on
November 2015			
01/11 - 07/11	27 Jul 2014	31 Oct 2015	19 Jul 2015
08/11 - 14/11	03 Aug 2014	07 Nov 2015	26 Jul 2015
15/11 - 21/11	10 Aug 2014	14 Nov 2015	02 Aug 2015
22/11 - 28/11	17 Aug 2014	21 Nov 2015	09 Aug 2015
29/11 - 05/12	24 Aug 2014	28 Nov 2015	16 Aug 2015
December			
06/12 - 12/12	31 Aug 2014	05 Dec 2015	23 Aug 2015
13/12 - 19/12	07 Sep 2014	12 Dec 2015	30 Aug 2015
20/12 - 26/12	14 Sep 2014	19 Dec 2015	06 Sep 2015
27/12 - 02/12	21 Sep 2014	26 Dec 2015	13 Sep 2015
January 2016			
03/01 - 09/01	28 Sep 2014	02 Jan 2016	20 Sep 2015
10/01 - 16/01	05 Oct 2014	09 Jan 2016	27 Sep 2015
17/01 - 23/01	12 Oct 2014	16 Jan 2016	04 Oct 2015
24/01 - 30/01	19 Oct 2014	23 Jan 2016	11 Oct 2015
31/01 - 06/02	26 Oct 2014	30 Jan 2016	18 Oct 2015
February			
07/02 - 13/02	02 Nov 2014	06 Feb 2016	25 Oct 2015
14/02 - 20/02	09 Nov 2014	13 Feb 2016	01 Nov 2015
21/02 - 27/02	16 Nov 2014	20 Feb 2016	08 Nov 2015
28/02 - 05/03	23 Nov 2014	27 Feb 2016	15 Nov 2015
March			
06/03 - 12/03	30 Nov 2014	05 Feb 2016	22 Nov 2015
13/03 - 19/03	07 Dec 2014	12 Mar 2016	29 Nov 2015
20/03 - 26/03	14 Dec 2014	19 Mar 2016	06 Dec 2015
27/03 - 02/04	21 Dec 2014	26 Mar 2016	13 Dec 2015
April			
03/04 - 09/04	28 Dec 2014	02 Apr 2016	20 Dec 2015
10/04 - 16/04	04 Jan 2015	09 Apr 2016	27 Dec 2015
17/04 - 23/04	11 Jan 2015	16 Apr 2016	03 Jan 2016
24/04 - 30/04	18 Jan 2015	23 Apr 2016	10 Jan 2016

2016

1 The week that includes the date you expect to have your baby	2 The first day of your Test Period	3 The last day of your Test Period	4 The 15th week before the week your baby is due starts on
May 2016			
01/05 – 07/05	25 Jan 2015	30 Apr 2016	17 Jan 2016
08/05 – 14/05	01 Feb 2015	07 May 2016	24 Jan 2016
15/05 – 21/05	08 Feb 2015	14 May 2016	31 Jan 2016
22/05 – 28/05	15 Feb 2015	21 May 2016	07 Feb 2016
29/05 – 04/06	22 Feb 2015	28 May 2016	14 Feb 2016
June			
05/06 – 11/06	01 Mar 2015	04 Jun 2016	21 Feb 2016
12/06 – 18/06	08 Mar 2015	11 Jun 2016	28 Feb 2016
19/06 – 25/06	15 Mar 2015	18 Jun 2016	06 Mar 2016
26/06 – 02/07	22 Mar 2015	25 Jun 2016	13 Mar 2016
July			
03/07 – 09/07	29 Mar 2015	02 Jul 2016	20 Mar 2016
10/07 – 16/07	05 Apr 2015	09 Jul 2016	27 Mar 2016
17/07 – 23/07	12 Apr 2015	16 Jul 2016	03 Apr 2016
24/07 – 30/07	19 Apr 2015	23 Jul 2016	10 Apr 2016
31/07 – 06/08	26 Apr 2015	30 Jul 2016	17 Apr 2016
August			
07/08 – 13/08	03 May 2015	06 Aug 2016	24 Apr 2016
14/08 – 20/08	10 May 2015	13 Aug 2016	01 May 2016
21/08 – 27/08	17 May 2015	20 Aug 2016	08 May 2016
28/08 – 03/09	24 May 2015	27 Aug 2016	15 May 2016
September			
04/09 – 10/09	31 May 2015	03 Sep 2016	22 May 2016
11/09 – 17/09	07 Jun 2015	10 Sep 2016	29 May 2016
18/09 – 24/09	14 Jun 2015	17 Sep 2016	05 Jun 2016
25/09 – 01/10	21 Jun 2015	24 Sep 2016	12 Jun 2016
October			
02/10 – 08/10	28 Jun 2015	01 Oct 2016	19 Jun 2016
09/10 – 15/10	05 Jul 2015	08 Oct 2016	26 Jun 2016
16/10 – 22/10	12 Jul 2015	15 Oct 2016	03 Jul 2016
23/10 – 29/10	19 Jul 2015	22 Oct 2016	10 Jul 2016
30/10 – 05/11	26 Jul 2015	29 Oct 2016	17 Jul 2016

2016 / 2017

1 The week that includes the date you expect to have your baby	2 The first day of your Test Period	3 The last day of your Test Period	4 The 15th week before the week your baby is due starts on
November 2016			
06/11 – 12/11	02 Aug 2015	05 Nov 2016	24 Jul 2016
13/11 – 19/11	09 Aug 2015	12 Nov 2016	31 Jul 2016
20/11 – 26/11	16 Aug 2015	19 Nov 2016	07 Aug 2016
27/11 – 03/12	23 Aug 2015	26 Nov 2016	14 Aug 2016
December			
04/12 – 10/12	30 Aug 2015	03 Dec 2016	21 Aug 2016
11/12 – 17/12	06 Sep 2015	10 Dec 2016	28 Aug 2016
18/12 – 24/12	13 Sep 2015	17 Dec 2016	04 Sep 2016
25/12 – 31/12	20 Sep 2015	24 Dec 2016	11 Sep 2016
January 2017			
01/01 – 07/01	27 Sep 2015	31 Dec 2016	18 Sep 2016
08/01 – 14/01	04 Oct 2015	07 Jan 2017	25 Sep 2016
15/01 – 21/01	11 Oct 2015	14 Jan 2017	02 Oct 2016
22/01 – 28/01	18 Oct 2015	21 Jan 2017	09 Oct 2016
29/01 – 04/02	25 Oct 2015	28 Jan 2017	16 Oct 2016
February			
05/02 – 11/02	01 Nov 2015	04 Feb 2017	23 Oct 2016
12/02 – 18/02	08 Nov 2015	11 Feb 2017	30 Oct 2016
19/02 – 25/02	15 Nov 2015	18 Feb 2017	06 Nov 2016
26/02 – 04/03	22 Nov 2015	25 Feb 2017	13 Nov 2016
March			
05/03 – 11/03	29 Nov 2015	04 Feb 2017	20 Nov 2016
12/03 – 18/03	06 Dec 2015	11 Mar 2017	27 Nov 2016
19/03 – 25/03	13 Dec 2015	18 Mar 2017	04 Dec 2016
26/03 – 01/04	20 Dec 2015	25 Mar 2017	11 Dec 2016
April			
02/04 – 08/04	27 Dec 2015	01 Apr 2017	18 Dec 2016
09/04 – 15/04	03 Jan 2016	08 Apr 2017	25 Dec 2016
16/04 – 22/04	10 Jan 2016	15 Apr 2017	01 Jan 2017
23/04 – 29/04	17 Jan 2016	22 Apr 2017	08 Jan 2017
30/04 – 06/05	24 Jan 2016	29 Apr 2017	15 Jan 2017

2017

1 The week that includes the date you expect to have your baby	2 The first day of your Test Period	3 The last day of your Test Period	4 The 15th week before the week your baby is due starts on
May 2017			
07/05 – 13/05	31 Jan 2016	06 May 2017	22 Jan 2017
14/05 – 20/05	07 Feb 2016	13 May 2017	29 Jan 2017
21/05 – 27/05	14 Feb 2016	20 May 2017	05 Feb 2017
28/05 – 03/06	21 Feb 2016	27 May 2017	12 Feb 2017
June			
04/06 – 10/06	28 Feb 2016	03 Jun 2017	19 Feb 2017
11/06 – 17/06	06 Mar 2016	10 Jun 2017	26 Feb 2017
18/06 – 24/06	13 Mar 2016	17 Jun 2017	05 Mar 2017
25/06 – 01/07	20 Mar 2016	24 Jun 2017	12 Mar 2017
July			
02/07 – 08/07	27 Mar 2016	01 Jul 2017	19 Mar 2017
09/07 – 15/07	03 Apr 2016	08 Jul 2017	26 Mar 2017
16/07 – 22/07	10 Apr 2016	15 Jul 2017	02 Apr 2017
23/07 – 29/07	17 Apr 2016	22 Jul 2017	09 Apr 2017
30/07 – 05/08	24 Apr 2016	29 Jul 2017	16 Apr 2017
August			
06/08 – 12/08	01 May 2016	05 Aug 2017	23 Apr 2017
13/08 – 19/08	08 May 2016	12 Aug 2017	30 Apr 2017
20/08 – 26/08	15 May 2016	19 Aug 2017	07 May 2017
27/08 – 02/09	22 May 2016	26 Aug 2017	14 May 2017
September			
03/09 – 09/09	29 May 2016	02 Sep 2017	21 May 2017
10/09 – 16/09	05 Jun 2016	09 Sep 2017	28 May 2017
17/09 – 23/09	12 Jun 2016	16 Sep 2017	04 Jun 2017
24/09 – 30/09	19 Jun 2016	23 Sep 2017	11 Jun 2017
October			
01/10 – 07/10	26 Jun 2016	30 Sep 2017	18 Jun 2017
08/10 – 14/10	03 Jul 2016	07 Oct 2017	25 Jun 2017
15/10 – 21/10	10 Jul 2016	14 Oct 2017	02 Jul 2017
22/10 – 28/10	17 Jul 2016	21 Oct 2017	09 Jul 2017
29/10 – 04/11	24 Jul 2016	28 Oct 2017	16 Jul 2017

2017

1	2	3	4
The week that includes the date you expect to have your baby	The first day of your Test Period	The last day of your Test Period	The 15th week before the week your baby is due starts on
November 2017			
05/11 – 11/11	31 Jul 2016	04 Nov 2017	23 Jul 2017
12/11 – 18/11	07 Aug 2016	11 Nov 2017	30 Jul 2017
19/11 – 25/11	14 Aug 2016	18 Nov 2017	06 Aug 2017
26/11 – 02/12	21 Aug 2016	25 Nov 2017	13 Aug 2017
December			
03/12 – 09/12	28 Aug 2016	02 Dec 2017	20 Aug 2017
10/12 – 16/12	04 Sep 2016	09 Dec 2017	27 Aug 2017
17/12 – 23/12	11 Sep 2016	16 Dec 2017	03 Sep 2017
24/12 – 30/12	18 Sep 2016	23 Dec 2017	10 Sep 2017
31/12 – 06/01	25 Sep 2016	30 Dec 2017	17 Sep 2017

Maternity Allowance



Department
for Work &
Pensions

Your claim for Maternity Allowance

Claim Maternity Allowance if you are expecting a baby and you are or have been:

- employed but cannot get Statutory Maternity Pay, or
- self-employed, or
- not employed or self-employed, but you take part in the business of your self-employed spouse or civil partner, or
- an agency worker.

Use this form to claim Maternity Allowance if you live in England, Scotland or Wales

If you live in **Northern Ireland**, get a claim form from www.nidirect.gov.uk/maternity-allowance

To fill in this form, you will need to read the **Notes sheet** and **Test Period table** that came in this claim pack. Please fill in this form with BLACK INK and in CAPITALS.

Your benefit payments may be delayed if you do not

- **answer all the questions on this form that apply to you**
- **send us all the documents we ask for.**

If you cannot do this, get in touch with us straight away.

If you have any problems filling in the claim form, someone else can do it for you.

Please sign the form yourself if you can. If another person signs it for you, your claim may be delayed.

If you want any more information about Maternity Allowance, get in touch with the Maternity Allowance office which deals with your benefit, you can find their address and contact details in **Part 13** of this form.

For information about benefits and services visit www.gov.uk/browse/benefits

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

MA1 03/16

Part 1: About you

Surname

Other names

Any other surnames you have been known by

If you need to tell us about more names, use the space in **Part 11 Other information**.

Date of birth

Letters Numbers Letter

National Insurance (NI) number

You can find this on your National Insurance (NI) numbercard, letters from the Department for Work and Pensions or payslips.

If you do not know your NI number, have you ever had one or used one at any time?

No
Yes

Address

Postcode

Address, if different in the last 3 years

If you need to tell us about more than one address, use the space in **Part 11 Other information**.

Home phone number

Code Number

Mobile phone number

Email address

where we can contact you

Please confirm if this email address is personal private secure

What date do you expect to have your baby?

You must send in your MATB1 certificate.

If your baby has already been born, please tell us the date you had your baby.

Please see **page 6** of the **Notes sheet** for evidence of birth.

If your baby was stillborn, please see **page 6** and **page 8** of the **Notes sheet**.

Part 2: About your work

a Look at the Test Period table that came in this claim pack.

Find the week in column 1 that includes the date you expect to have your baby. Read across to column 4 to find the start of the 15th week before the week your baby is due. **Write the date from column 4 here.**

b Were you employed by an employer during this 15th week?

We explain what we mean by *employer* and *employed* on **page 3** of the **Notes sheet**.

No Please go to **Part 3 About your Test Period**.

Yes Please go to **question c** below.

c If you were employed in this 15th week you may be able to get Statutory Maternity Pay (SMP).

Please get in touch with your employer and ask about SMP.

Will you be able to get SMP?

No Please tell us why:

Yes You cannot claim Maternity Allowance. See **page 2** of the **Notes sheet**.

If you cannot get SMP, each of your employers must give you a form **SMP1** to send to us.

You must send us an SMP1 from your employer if you were employed up to and including the 15th week before the week your baby is due, even if you are no longer employed by them. If you do not send us an SMP1, your claim will be delayed.

Part 3: About your Test Period

- a** Look under **column 1** of the **Test Period** table that came in this claim pack to find the week that includes the date you expect to have your baby. Write that week here.

Date, month and year

For example:
DD/MM/YYYY

- b** Look across the table to **column 2** to find the **first** day of your Test Period.

Write that date here

Look across the table to **column 3** to find the **last** day of your Test Period.

Write that date here

Your Test Period is the 66 weeks up to and including the week before the week your baby is due. See **page 5** of the **Notes sheet**.

During your Test Period, are you or have you been:

- c** employed?

No

Yes Go to **Part 4 About employment and earnings in your Test Period**. See **page 9** of the **Notes sheet**.

- d** self-employed?

No

Yes Go to **Part 6 About self-employment in your Test Period**. See **page 10** of the **Notes sheet**.

- e** taking part in activities related to the business of your self-employed spouse or civil partner?

No

Yes Go to **Part 7 About taking part in activities related to the business of your self-employed spouse or civil partner during your Test Period**. See **page 11** of the **Notes sheet**.

- f** During your Test Period, are you or have you been an agency worker?

No

Yes Go to **Part 5 Agency workers**

If more than one of the above applies to you in your Test Period, please complete each relevant part in full.

Part 4: About employment and earnings in your Test Period

a Please tell us about ALL your employers in your Test Period.

If you do not tell us about ALL your employers your claim will be delayed. Use the space in **Part 11** of this form to give us any further information. For example, if your employer was an agency, if you had more than two employers or if you still have a contract with your employer.

Employer 1

Employer 2

Name and address of the employer

Postcode

Phone number

Date your employment started

Date your employment stopped

If you still have a contract with your employer, do not fill this date in.

Payroll, employee, clock or works number

b How often are you normally paid?

Weekly

4-weekly

Weekly

4-weekly

Fortnightly

Monthly

Fortnightly

Monthly

If other, how often?

If other, how often?

We need you to choose 13 weeks worth of payslips from within your Test Period that you worked out in section b of Part 3, so we can work out how much Maternity Allowance you can get.

Please see **page 9** of the **Notes sheet** and enclose the payslips for those 13 weeks.

c What date did you last work?

Only fill this date in if you have stopped work to have your baby.

Part 4: About employment and earnings in your Test Period continued

d Did you get any sick pay after you last worked?

No

Yes If **Yes**, what dates did you get **sick pay**?

from

to

Was your sickness pregnancy-related?

No

If **No**, what was your sickness reason?

Yes

e If you have not yet started your maternity leave, on what date will it start?

f What date would you like your maternity allowance to start?

You may not be able to choose your maternity allowance period if you have been off sick for pregnancy-related reasons during or after the 4th week before the week your baby is due.

Part 5: Agency workers

a Do you or have you worked for an agency within your test period?

No Go to **Part 6 About self-employment in your Test Period.**
Yes

Agency 1

b Name and address of Agency 1?

Postcode

c Phone number

d What dates did you work within your test period?

(The dates you worked out at **Part 3b, page 4**).

From	To
From	To
From	To
From	To
From	To
From	To
From	To
From	To

Agency 2

e Name and address of Agency 2?

Postcode

f Phone number

g What dates did you work within your test period?

(The dates you worked out at **Part 3b, page 4**).

From	To
From	To
From	To
From	To
From	To
From	To
From	To
From	To

Part 5: Agency workers continued

h What date did you last work?

i Did you get any sick pay after you last worked?

No

Yes

If **Yes**, what dates did you get **sick pay**?

from

to

Was your sickness pregnancy-related?

No

If **No**, what was your sickness reason?

Yes

j Have you stopped work to have your baby?

No

What date do you plan to stop work to have your baby?

Yes

Go to question **k** on this page.

k What date did you stop work to have your baby?

l What date would you like your maternity allowance to start?

You may not be able to choose your maternity allowance period if you have been off sick for pregnancy-related reasons during or after the 4th week before the week your baby is due.

Part 6: About self-employment in your Test Period

To find out more about self-employment and registration with HM Revenue & Customs, see **page 10** of the **Notes sheet**.

a What date were you registered as self-employed?

From

b Are you still self-employed?

No If No, what date did your self-employment end?

Yes

If you have not paid enough Class 2 National Insurance contributions during your Test Period to entitle you to the standard rate of MA, we will contact HMRC who will offer you the opportunity to pay these contributions.

c Have you stopped work to have your baby?

No What date do you plan to stop work to have your baby?

Yes Go to question **d** on this page.

d What date did you stop work to have your baby?

e What date do you want us to pay your Maternity Allowance from?
See **page 7** and **8** of the **Notes sheet**.

Part 7: About taking part in activities related to the business of your self-employed spouse or civil partner during your Test Period

To find out more about taking part in activities related to the business of your self-employed spouse or civil partner see **page 11** of the **Notes** sheet.

On what date did you start to take part in activities related to the business of your self-employed spouse or civil partner?

Have you stopped taking part in activities related to the business of your self-employed spouse or civil partner?

- No Go to the next question.
- Yes What date did you stop?

Did you stop taking part in activities related to the business of your self-employed spouse or civil partner due to

- your pregnancy? No
Yes
- sickness? No
Yes
- pregnancy-related sickness? No
Yes

If you have not stopped yet, on what date do you plan to stop taking part in activities related to the business of your self-employed spouse or civil partner?

What duties or activities did you or do you perform to support the business of your self-employed spouse or civil partner?

We may ask for more information about the duties or activities you do.

Tell us when in your Test Period you took part in activities related to the business of your self-employed spouse or civil partner.

- | | |
|------|----|
| From | To |
| From | To |
| From | To |
| From | To |
| From | To |
| From | To |
| From | To |

Part 7: About taking part in activities related to the business of your self-employed spouse or civil partner during your Test Period continued

About your self-employed spouse or civil partner

Letters Numbers

Letter

Your spouse's or civil partner's National Insurance (NI) number

Your spouse's or civil partner's surname

Your spouse's or civil partner's other names

Address

if it is different from your address.

If you do not know their address, write **Not known**.

Postcode

About your marriage or civil partnership

Your claim may be delayed if we do not have your **original** marriage or civil partnership certificate.

What was the date of your marriage or civil partnership?

If you converted or changed your civil partnership into a marriage or married your civil partner, enter the date your marriage is treated as starting on.

In which country did your marriage or civil partnership take place?

Has your marriage ended in divorce or has your civil partnership been dissolved?

No

Yes On what date?

About the self-employment of your spouse or civil partner

When did your spouse or civil partner become self-employed?

Is your spouse or civil partner registered as self-employed with HM Revenue & Customs?

No

Yes What is their registration number or Unique Tax Reference number?

Part 7: About taking part in activities related to the business of your self-employed spouse or civil partner during your Test Period continued

About the self-employment of your spouse or civil partner continued

If your spouse or civil partner is no longer registered as self-employed, when did they end their self-employment registration with HM Revenue & Customs?

What is or was the full name and address of the business of your self-employed spouse or civil partner?

Postcode

Does your self-employed spouse or civil partner have a business website?

No

Yes What is the web address?

What is the nature of the business of your self-employed spouse or civil partner?

Tell us what is or was produced or sold, or what services are or were delivered.

We may ask you for more information about the business of your self-employed spouse or civil partner.

We may need to contact your spouse or civil partner about paying Class 2 National Insurance (NI) contributions. If your spouse or civil partner has not paid enough Class 2 NI contributions to entitle you to Maternity Allowance, and you do not consent to us contacting them to explain how they can make the payments, we may not be able to pay you Maternity Allowance.

If you do not wish us to contact your spouse or civil partner about your claim for Maternity Allowance, please tick here.

Part 8: About periods abroad in your Test Period

Did you spend any time abroad, other than holidays, in your Test Period?

No Go to **Part 9 About other benefits.**
Yes See **page 12** of the **Notes sheet.**

During these visits, were you

- employed abroad by an overseas employer
- employed abroad by a UK employer
- self-employed abroad
- taking part from abroad in activities related to the UK business of your self-employed spouse or civil partner
- a member of a service family abroad
- receiving any benefits in a foreign country
- none of these?

Tick the boxes which apply to you.

Which countries did you spend time in?

Country

From to

Country

From to

If you need to tell us about more than 2 countries, please use the space in **Part 11 Other information**

What periods did you pay National Insurance contributions for?

From to

From to

Part 8: About periods abroad in your Test Period continued

Please give details of your employers while you were abroad.

If you need to tell us about more than two employers, please use the space in **Part 11 Other information**.

Employer 1

Employer 2

Name and address of the employer

Postcode

Phone number

Date your employment started

Date your employment stopped

If you still have a contract with your employer, do not fill this date in.

Payroll, employee, clock or works number

How often are you normally paid?

Weekly

4-weekly

Weekly

4-weekly

Fortnightly

Monthly

Fortnightly

Monthly

If other,
how often?

If other,
how often?

Part 9: About other benefits

We need to know about any money that you are getting from the Department for Work and Pensions, any other government department or the Training Agency.

We also need to know about any money that your spouse, civil partner or anyone else is either

- getting for you, or
- getting added to their benefit for you.

This money may make a difference to your Maternity Allowance. Your Maternity Allowance can also make a difference to the other money that you can get. There is more information about this in

NI17A *A guide to Maternity Benefits*. You can find the guide on our website. The address is www.gov.uk/browse/benefits

Are you getting any of these benefits or entitlements?

Tick **Yes** if you are waiting to hear about a benefit.

Even if the benefit or entitlement is not listed here, tell us about it anyway. We will contact you if we need more information.

For example:

- Bereavement benefits
- Carer's Allowance
- Child Benefit
- Employment and Support Allowance
- Incapacity Benefit
- Income Support
- In Work Credit or Return to Work Credit
- Jobseeker's Allowance
- Pension Credit
- State Pension
- Statutory Adoption Pay (SAP)
- Statutory Maternity Pay (SMP)
- Statutory Sick Pay (SSP)
- Training Allowance
- War Widow's Pension
- Widow's Benefit
- Universal Credit
- any other benefits.

If you need to tell us about more than 6 benefits, please use the space in **Part 11 Other information**.

No

Yes Please tell us about the benefits.

Name of benefit

Reference number, if known.

Part 10: How we pay you

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 (NI) 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

If we pay you too much money we have the right to take back any money we pay that you are not entitled to. This may be because of the way the payment system works.

For example, you may give us some information which means you are entitled to less money. Sometimes we may not be able to change the amount we have already paid you. This means we will have paid you money that you are not entitled to.

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.

How often do you want us to pay your benefit?	Every 2 weeks
	Every 4 weeks

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 the box.

Part 11: Other information

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 you put your full name and National Insurance (NI) number on each sheet of paper, and sign and date each sheet that you use.

Part 12: Declaration

The table below tells you which documents you need to send in with your claim.

Please tick the boxes below to show what you are sending to us.

Everyone

You **must** send the original, not a photocopy of a Maternity Certificate **MAT B1**. See **page 6** of the **Notes sheet**.

If you were employed by an employer in the 15th week before the week your baby is due and you cannot get Statutory Maternity Pay

You must send form **SMP1**. See **page 2** of the **Notes sheet**.

If you have worked for an employer

You must send us original payslips for the 13 weeks you choose. See **page 9** of the **Notes sheet**.

If you are claiming after the baby is born

You must also send your baby's birth certificate if the date you had your baby is not on the **MAT B1**. See **page 6** of the **Notes sheet**.

If your baby was stillborn, please send us the notification of stillbirth or the stillbirth certificate. See **page 6** and **page 8** of the **Notes sheet**.

If you were not employed or self-employed, but taking part in activities related to the business of your self-employed spouse or civil partner

Please send us your **original** marriage or civil partnership certificate, if you have it. Do not send us a photocopy.

Also – If you are divorced or your civil partnership has been dissolved

Please send the **original**, not a photocopy of your decree absolute or dissolution of Civil Partnership formal order.

Please **do not** send:

- bound documents
- unopened wages
- poor quality wage slips (please obtain duplicates before sending)

If you are sending documents after you have submitted your claim form, attach a cover note with your name, address and NI number.

Part 12: Declaration continued

- Check that you have answered all the questions on this form that apply to you.
- Check you are sending us all the documents we have asked for. Use the list on **page 19** of this claim form. **Your benefit may be delayed if you do not send us all the documents we need.**
- Send your form and documents to the office that deals with your benefit. You can find out which office deals with your benefit below.

Please keep the MA1 Notes and MA1 Table for your information, do not return them with your MA1 claim form.

-
- **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 information that is incorrect or incomplete, my benefit may be stopped and 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 Department for Work and Pensions
 - any health care professional advising the Department
 - any organisation with which the Department has a contract for the provision of medical 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 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.

This is my claim for Maternity Allowance.

Do not sign and date this form earlier than the 14th week before the week your baby is due.

Signature

Date

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

Part 13: What to do now

If you live in England, Scotland or Wales, send your form and documents to:

Wrexham Maternity Allowance
Mail Handling Site A
Wolverhampton
WV98 1SU

English speakers phone	0345 608 8610
Welsh speakers phone	0345 608 8674
Textphone users with speech or hearing difficulties use	0345 608 8553

If you are claiming from abroad, send your form and documents to:

International Pension Centre
The Pension Service 11
Mail Handling Site A
Wolverhampton
WV98 1LW

Phone: **0191 218 7644** (or **+44 191 218 7644** when calling from abroad)

Textphone users with speech or hearing difficulties use **0191 218 7280**
(or **+44 191 218 7280** when calling from abroad)

Fax: **0191 218 7147**

E-mail: tvpi.internationalqueries@dwp.gsi.gov.uk

Or you can find out more at

www.gov.uk/international-pension-centre

If you live in Northern Ireland, get a claim form from:

www.nidirect.gov.uk/maternity-allowance

Part 14: How the Department for Work and Pensions 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/dwp/personal-information-charter or contact any of our offices.

Part 15: Our service standards

At Jobcentre Plus we aim to provide a high standard of customer service at all times. Details of the standard of service you can expect from us can be found at www.gov.uk

For more information please contact Jobcentre Plus.