



We have many ways we can communicate with you.

If you would like braille, British Sign Language, email, a hearing loop, translations, large print, audio or something else please call us on **0800 169 0310** or textphone **0800 169 0314** and tell us which you need.

Calls to 0800 numbers are free from landlines and mobiles.

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 less than £152 **every week**, after tax and National Insurance has been deducted
- 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.

Earnings of £152 or over, or working for 16 or more hours a week, will affect your benefit entitlement.

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.

You can do supported permitted work for less than 16 hours each week and you can earn less than £152 every week, after tax and National Insurance has been deducted.

What you need to do

Read this form carefully and make sure you fill in:

- **Pages 3 and 4** must be filled in by everyone
- **Page 5** – only fill in if you are doing supported permitted work. Your support worker or the person supervising you will fill this part in for you
- **Declaration** – you must sign and date this section **before** you send it to Jobcentre Plus.

You must fill in and send back this form if you do any work. If you have already started work you must send your first wage slip with this form. Please complete this form carefully. If you fill in this form using a pen, use black ink and CAPITAL LETTERS. You can download a copy of the form to your computer and fill it in. Go to www.gov.uk and search for PW1.

Send the form 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 **do not** take this form into your Jobcentre Plus office. If you need help filling in the form, you can ask a friend, relative, carer, or support worker to help you or call Jobcentre Plus on **0800 169 0310**. We can arrange for someone to talk you through the questions over the phone.

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 is not 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.

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.

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.

Attending benefit-related assessments and appointments with a work coach

You do not 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 do not 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

Your reply

About you

01 Title

For example, Mr, Mrs, Miss, Ms, or other.

02 Surname or family name

03 All other names in full

04 Address

Postcode

05 Date of birth

DD/MM/YYYY

06 A phone number we can contact you on

07 Email address

If you have one.

08 National Insurance number

About the work you are starting or have started

09 Is your work self-employed?

No

Yes

10 Employer or company name

11 Employer or company address

Postcode

12 Job title

13 Tell us the sort of things you do at work

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

If this date changes please tell us.
DD/MM/YYYY

15 How much will you earn after tax?

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

£

Each week

Each month

16 If you get any of the following, please tell us about them:

- 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).

17 How many hours will you work each week?

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

19 When will you get your first payment?

DD/MM/YYYY

20 Will you get any expenses?

By expenses we mean any money that is paid to you by your employer that is not part of your wage.

No **Go to question 21**

Yes

What are these for?

How much will you get, and how often?

£

Each week

Each month

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

No

Yes

Supported permitted work

Your professional support worker must complete this section. 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 ongoing and regular support and supervision over the work you are telling us about.

| | |
|---|--|
| <p>22 Title For example, Mr, Mrs, Miss, Ms, or other.</p> <p>23 Surname or family name</p> <p>24 All other names in full</p> <p>25 Official address</p> <p>Postcode</p> <p>26 Organisation's stamp</p> | <p>27 Their phone number</p> <p>Supported worker's declaration: By completing this section I am agreeing that this work will be supported and supervised by my organisation on an ongoing and regular basis.</p> <p>28 Support worker's signature</p> <p>29 Date DD/MM/YYYY</p> |
|---|--|

Declaration

You may find it helpful to make a photocopy of your reply for future reference.

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 **0800 169 0310**, 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.

You must sign this form yourself if you can, even if someone else has filled it in for you.

Signature

Date

DD/MM/YYYY

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:

- social security benefits and allowances
- child maintenance
- employment and training
- investigating and prosecuting tax credits offences
- private pensions policy and
- retirement planning.

We may get information about you from other parties for any of our purposes as the law allows to check the information you provide and improve our services. We may give information about you to other organisations as the law allows, for example to protect against crime.

To find out more about our purposes, how we use personal information for those purposes and your information rights, including how to request a copy of your information, please visit www.gov.uk/dwp/personal-information-charter

Treating people fairly

We are committed to the Equality Act 2010 and treating people fairly. To find out more about this law, search 'Equality' on www.gov.uk