



We have many different 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 0283** or textphone **0800 169 0286** and tell us which you need.

Calls to 0800 numbers are free from landlines and mobiles.

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

About filling in this form

Before you fill in this form, read the notes that come with it. The notes have important information and help explain some of the questions we ask you and why we are asking them.

Fill in this form carefully. If you fill in this form using a pen, use **black ink** and **CAPITAL LETTERS**.

Answer all the questions as fully as possible, and send us all the documents we have asked for. This will help us decide quickly if you can get Maternity Allowance.

If you have difficulty filling in this form, ask for help. You can ask a relative, friend or someone at an advice centre to help you, **but you must sign the form yourself**.

Important information

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

Do not sign and date the claim form earlier than the 14th week before the week the baby is due. If you do, it will delay your claim, or you may lose money. See 'Important information' on page 1 of the notes. It tells you when you should claim.

Even if you are still working or doing unpaid work for your self-employed spouse or civil partner, claim as soon as you can, but it must be after the start of the 14th week. We will contact you to get the date you stopped working later.

You must tell us about any changes of circumstance. See 'About reporting change of circumstances' on **page 14** of the notes.

If you claim 3 months after the date the baby is born, your Maternity Allowance period or 14 week period is due to start, you may lose money. See 'About the Maternity Allowance Period and 14 week period' on **page 6** of the notes.

About you

01 Your title

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

02 Surname or family name

03 All other names in full

04 All other surnames or family names you have used or have been known by

If you need to tell us about more names, use the space at **question 119**.

05 Date of birth

DD/MM/YYYY

06 National Insurance number

You can get this from your National Insurance number card, letters about benefits, payslips or form P60.

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

No

Yes

08 Your address

Where you normally live.

Postcode

09 Have you lived at any other addresses in the last 3 years?

No **Go to question 10**

Yes Tell us the address where you previously lived

Postcode

If you need to tell us about any other addresses you have lived at in the last 3 years, use the space at **question 119**.

10 A phone number we can contact you on

11 Your email address, if you have one

About the baby

12 What date do you expect the baby to be born?

DD/MM/YYYY

13 If your baby has already been born, please tell us the date of birth

Please see **page 7** of the notes sheet for evidence of birth.

DD/MM/YYYY

If your baby was stillborn, please see **page 4** of the notes sheet.



You must send us a MATB1 certificate from your GP or midwife. If you do not send us a MATB1, your claim will be delayed.

About your work

Before you fill in the next questions, you need to work out your Test Period dates. You can do this using the online Test Period calculator. Go to <https://secure.dwp.gov.uk/check-your-maternity-allowance-dates/date-baby-due> or you can use the Test Period table that comes with this form. See **page 6** of the notes.

14 What date does the 15th week before the week the baby is due start on?

Use the Test Period calculator or if using the Test Period table go to the week in column 1 that includes the date you expect to have the baby, then read across to column 4 to find this date.

DD/MM/YYYY

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

See **pages 6 to 8** of the notes.

No **Go to question 17**

Yes

16 Are you getting or going to get SMP?

No Tell us why not

Yes You cannot claim Maternity Allowance. See **page 5** of the notes.

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

17 Are you a company director?

No

Yes Send us a form SMP1



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

About your Test Period

Use the Test Period Calculator or the Test Period table that comes with this form to work out the dates we need. Go to <https://secure.dwp.gov.uk/check-your-maternity-allowance-dates/date-baby-due/>

See **page 6** of the notes.

18 **What is the week that includes the date you expect to have the baby?**

Use the calculator or if using the Test Period table, look across the table to column 1 to find this date.

DD/MM/YYYY

19 **What is the first day of your Test Period?**

Use the calculator or if using the Test Period table, look across the table to column 2 to find this date.

DD/MM/YYYY

20 **What is the last day of your Test Period?**

Use the calculator or if using the Test Period table, look across the table to column 3 to find this date.

DD/MM/YYYY

About employment and earnings in your Test Period

Tell us about ALL your employments in your Test Period.

If you do not tell us about ALL your employments your claim will be delayed. Use the space at **question 119** to give us any other information. For example if you:

- have been both self-employed and employed
- had more than 2 employers, or
- still have a contract with your employer during your Test Period.

See **page 6** of the notes.

21 **During your Test Period, are you or have you been employed?**

If you work for an agency, **go to question 43.**

No **Go to question 43**

Yes

22 **During your Test Period, have you had any furlough payments from the Coronavirus Job Retention Scheme?**

No **Go to question 23**

Yes What dates did you get furlough payments for?
DD/MM/YYYY

From

To

What was the gross amount of the furlough payment you got?

You can get the gross amount from your payslip.

What percentage of your normal pay did you get?

For example, 80% furlough payment.

If you need to tell us about any other furlough periods, use the space at **question 119.**

Employer 1

Do not tell us about any employment whilst abroad. We ask you about this at **questions 87 to 110**.

23 Name of employer

24 Address of employer

Postcode

25 A phone number we can contact your employer on

26 What date did your employment start?

DD/MM/YYYY

27 What date did your employment end?

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

DD/MM/YYYY

28 Your payroll, employee, clock or work staff number

29 How often are you, or were you normally paid?

Weekly

Fortnightly

Every 4 weeks

Monthly

Other

If other, how often?



You must send us payslips for 13 weeks within your Test Period (the dates that you worked out at questions 19 and 20). Send us the weeks that you earned the most.

We will look at your earnings to decide how much Maternity Allowance you can get. See **page 8** of the notes for more information.

30 Do you have another employer to tell us about?

No **Go to question 38**

Yes

Employer 2

31 Name of employer

32 Address of employer

Postcode

33 A phone number we can contact your employer on

34 What date did your employment start?

DD/MM/YYYY

35 What date did your employment end?

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

DD/MM/YYYY

36 Your payroll, employee, clock or work staff number

37 How often are you, or were you normally paid?

Weekly

Fortnightly

Every 4 weeks

Monthly

Other

If other, how often?

38 Have you stopped work to have the baby?

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

DD/MM/YYYY

Go to question 42

Yes What date did you last work?

DD/MM/YYYY

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

No **Go to question 40**

Yes What dates did you get sick pay? DD/MM/YYYY

From

To

Was your sickness pregnancy related?

No What was your sickness reason?

Yes

40 Have you started your maternity leave yet?

No **Go to question 42**

Yes

41 What date did your maternity leave start?

DD/MM/YYYY

42 What date do you want your Maternity Allowance payments to start?

See **page 5** of the notes. DD/MM/YYYY



You must tell us about any changes in your circumstances. See page 14 of the notes.

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 the baby is due.

Agency workers

See **page 9** of the notes.

43 Do you or have you worked for an agency within your Test Period?

You can find your Test Period dates at **questions 19 and 20**.

No **Go to question 59**

Yes

Agency 1

44 Agency's name, in full

45 Agency's address, in full

Postcode

46 A phone number we can contact the agency on

47 What date did you register with the agency?

DD/MM/YYYY

48 Do you still have a contract with the agency?

For example, contract of employment or a contract to provide services for the agency.

No When did your contract end?
DD/MM/YYYY

Yes When did your contract start?
DD/MM/YYYY

49 Do you have another agency to tell us about?

No **Go to question 55**

Yes Tell us about the second agency. If you need to tell us about any more agencies, use the space at **question 119**.

Agency 2

50 Agency's name, in full

51 Agency's address, in full

Postcode

52 A phone number we can contact the agency on

53 What date did you register with the agency?

DD/MM/YYYY

54 Do you still have a contract with the agency?

For example, contract of employment or a contract to provide services for the agency.

No When did your contract end?
DD/MM/YYYY

Yes When did your contract start?
DD/MM/YYYY

55 What date did you last work?

DD/MM/YYYY

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

No **Go to question 57**

Yes What dates did you get sick pay? DD/MM/YYYY

From

To

Was your sickness pregnancy related?

No What was your sickness reason?

Yes

57 Have you stopped work to have the baby?

No What date do you plan to stop work to have the baby?
DD/MM/YYYY

Yes What date did you stop work to have the baby? DD/MM/YYYY

58 What date do you want your Maternity Allowance payments to start?

See **page 5** of the notes. DD/MM/YYYY



You must tell us about any changes in your circumstances. See page 14 of the notes.

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 the baby is due.

About self-employment in your Test Period

For more information about self-employment and registration with HM Revenue & Customs (HMRC), see **page 10** of the notes.

59 Are you or were you self-employed within your Test Period?

You can find your Test Period dates at **questions 19 and 20**.

No **Go to question 64**

Yes

60 What date did you become registered as self-employed?

DD/MM/YYYY

61 Are you still self-employed?

No What date did your self-employment end?
DD/MM/YYYY

Yes

If you are self-employed, you can increase your Maternity Allowance by paying ‘voluntary National Insurance contributions’. We will ask HMRC to contact you about this so you can get a higher amount of Maternity Allowance.

See page 10 of the notes.

62 Have you stopped work to have the baby?

No What date do you plan to stop work to have the baby?
DD/MM/YYYY

Yes What date did you stop work to have the baby? DD/MM/YYYY

63 What date do you want your Maternity Allowance payments to start?

See **page 5** of the notes.

DD/MM/YYYY

About unpaid work for your self-employed spouse or civil partner’s business in your Test Period

A spouse or civil partner is someone you are married to or are living with as if you are married to them. For more information about doing any unpaid work for your self-employed spouse or civil partner’s business see page 11 of the notes.

64 Are you or were you doing any unpaid work for your self-employed spouse or civil partner’s business in your Test Period?

You can find your Test Period dates at **questions 19** and **20**.

No **Go to question 87**

Yes

65 On what date did you start doing any unpaid work for your self-employed spouse or civil partner’s business?

DD/MM/YYYY

66 Have you stopped doing any unpaid work for your self-employed spouse or civil partner’s business?

No **Go to question 69**

Yes What date did you stop?
DD/MM/YYYY

67 Did you stop doing any unpaid work for your self-employed spouse or civil partner's business due to your pregnancy?

No

Yes

68 Did you stop doing any unpaid work for your self-employed spouse or civil partner's business due to sickness?

No **Go to question 69**

Yes

Was this sickness related to your pregnancy?

For example, a sickness such as a general cold or arthritis is not a sickness related to pregnancy.

No

Yes

69 If you have not stopped yet, on what date do you plan to stop doing any unpaid work for your self-employed spouse or civil partner's business?

DD/MM/YYYY

70 What duties or activities did you or do you do to support your self-employed spouse or civil partner's business?

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

71 Tell us what dates you did unpaid work for your self-employed spouse or civil partner's business during your Test Period

DD/MM/YYYY

From

To

From

To

From

To

If you need to more space, tell us at **question 119**.

About your self-employed spouse or civil partner

72 Your spouse or civil partner's title

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

73 Your spouse or civil partner's surname or family name, in full

74 Your spouse or civil partner's other names, in full

75 Your spouse or civil partner's National Insurance number

You can get this from their National Insurance number card, letters about benefits, payslips or form P60.

76 Your spouse or civil partner's address

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

Postcode

About your marriage or civil partnership

77 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.

DD/MM/YYYY



You must send us your original marriage or civil partnership certificate. If you do not, your claim may be delayed.

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

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

No **Go to question 80**

Yes What date did it end or dissolve? DD/MM/YYYY



You must send us an original decree absolute or dissolution certificate.

About your spouse or civil partner's self-employment

80 What date did your spouse or civil partner become self-employed?

DD/MM/YYYY

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

No **Go to question 83**

Yes Tell us their registration number or Unique Tax Reference number?

82 Is your spouse or civil partner still registered as self-employed?

No What date did they end their registered self-employment with HMRC? DD/MM/YYYY

Yes

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

Postcode

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

No

Yes Tell us their email address.

85 What is 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 your self-employed spouse or civil partner's business.

86 If we need to contact your spouse or civil partner, do you give us permission?

If your spouse or civil partner has not paid enough Class 2 National Insurance contributions, you may not get Maternity Allowance, unless they voluntarily pay their contributions.

See **page 11** of the notes.

No

Yes

About employment whilst abroad in your Test Period

See **page 12** of the notes.

87 Did you spend any time abroad, during your Test Period (the dates you worked out at questions 19 and 20)?

You do not need to tell us about holidays abroad.

No **Go to question 111**

Yes

88 Whilst abroad, were you employed there by an overseas employer?

No

Yes

89 Whilst abroad, were you employed there by a UK employer?

No

Yes

90 Whilst abroad, were you self-employed there?

No

Yes

91 Whilst abroad, were you doing any unpaid work for your self-employed spouse or civil partner's UK business?

No

Yes

92 Whilst abroad, were you a member of a service family there?

No

Yes

93 Whilst abroad, were you getting any benefits in a foreign country?

No

Yes

94 Which countries did you spend time in?

Country 1

Tell us the dates you were abroad
DD/MM/YYYY

From

To

Country 2

Tell us the dates you were abroad
DD/MM/YYYY

From

To

If you need to tell us about more than 2 countries, use the space at **question 119**.

95 What periods did you pay National Insurance contributions for?

DD/MM/YYYY

From

To

From

To

Tell us about your employers whilst you were abroad

Employer 1

96 Employer's name, in full

97 Employer's address, in full

Postcode

98 A phone number we can contact the employer on

99 What date did your employment start?

DD/MM/YYYY

100 Has your employment ended?

No What date do you plan to stop work to have the baby?
DD/MM/YYYY

Yes What date did the employment end? DD/MM/YYYY

101 Payroll, employee, clock or works number

102 How often are you normally paid?

Tick the relevant box.

Weekly

Fortnightly

Every 4 weeks

Monthly

Other

If other, how often?

103 Do you have another employer to tell us about?

No **Go to question 111**

Yes

Employer 2

104 Employer's name, in full

105 Employer's address, in full

Postcode

106 A phone number we can contact the employer on

107 What date did your employment start?

DD/MM/YYYY

108 Has your employment ended?

No What date do you plan to stop work to have the baby?
DD/MM/YYYY

Yes What date did the employment end? DD/MM/YYYY

109 Payroll, employee, clock or works number

110 How often are you normally paid?

Tick the relevant box.

Weekly

Fortnightly

Every 4 weeks

Monthly

Other

If other, how often?

If you need to tell us about more employers, use the space at **question 119.**

About other benefits

111 Are you or your partner getting any other benefits or entitlements?

See **page 5** of the notes.

Tick **Yes** even if you or your partner have made a benefit claim but you are waiting for a decision. See page 5 of the notes.

No

Yes Tell us what benefits you or your partner are getting or have claimed. Tell us who gets or has claimed the benefit. Write your names in full.

Name of benefit	Who claimed this benefit? For example, you or your partner

If you need to tell us about more than 6 benefits, use the space in **question 119**.

About paying you

Tell us your account details.

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.

If you are going to open an account, fill in and return this form straight away and tell us your account details as soon as you can.

- You can use an account in your name, or a joint account.
- If you are an appointee or a legal representative acting on behalf of the claimant, the account should be in your name only.
- You can use someone else's account if:
 - the terms and conditions of their account allow this
 - they agree to let you use their account, and
 - you are sure they will use your money in the way you tell them.

112 How often do you want us to pay your Maternity Allowance?

Every 2 weeks

Every 4 weeks

113 Name of the account holder

This should be exactly as shown on the chequebook or statement.

114 Name of the bank or building society

115 Sort code

Tell us all 6 numbers, for example 12-23-56.

— —

116 Account number

This must be between 6 and 10 numbers.

117 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.

118 You may get other benefits and entitlements that we do not pay into an account. If you want us to pay your other benefits into this account tick the box.

Other information

119 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 piece of paper. Write your full name and National Insurance number on the top of each page and sign and date them.

Check list

Please do not send:

- bound documents
- unopened payslips
- poor quality payslips (please get duplicates before sending).

You must send original documents, we cannot accept photo copies. If you are sending documents after you have sent us your claim form, write your name and National Insurance number on the top of each page you send us.

The list below tells you which documents you need to send in with this claim form.

Tick the boxes below to show what information you are sending to us.

If you are claiming before the baby is born

MAT B1

If you are claiming after the baby is born

MAT B1, birth certificate or other notification

If the baby was stillborn

MAT B1 or certificate of still birth. You can get these from your GP, midwife or registrar. You should send these to us as soon as you can, so we can make a decision on your claim more quickly. See page 4 of the notes.

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

SMP1

If you have worked for an employer or you are a company director

13 weeks of payslips during the Test Period

If you were not employed or self-employed, but doing unpaid work for your self-employed spouse or civil partner's business

Marriage or civil partnership certificate

If you are divorced or your civil partnership has been dissolved

Decree absolute or dissolution of civil partnership formal order

Declaration

By signing this declaration, you agree:

- the information you have given is complete and correct
- to tell the Department for Work and Pensions (DWP) straight away if your circumstances change, such as:
 - your address
 - bank details
 - marital status, or
 - anything else
- if you have made a claim in advance of starting your maternity leave or having your baby and your circumstances change
- if you knowingly give information that is incorrect or incomplete, your benefit may be stopped and you may be liable to prosecution or other action
- to pay back any Maternity Allowance if you are paid too much.

This is my claim for Maternity Allowance.



Do not sign and date this form earlier than the 14th week before the week the baby is due. If you do, it may delay your claim or you may lose money. See 'Important information' on page 1 of the notes.

Your signature

Date

DD/MM/YYYY

If you have filled in this form for someone else, tell us your full name, address and National Insurance number

Your name, in full

Your address, in full

Postcode

Your National Insurance number

Tell us why you are signing this form for someone else

What to do now

- Check that you have answered all the questions on this form that apply to you.
- Check that you are sending us all the documents we have asked for. Use the check list on **page 18** of this claim form.
Your Maternity Allowance claim may be delayed if you do not send us all the documents we need.

Keep the **MA1 Notes** and **MA1 Table** that comes with this form for your information. Do not return them to us with your claim form.

Send your claim form to:

If you live in England, Scotland or Wales

Wrexham Maternity Allowance
Mail Handling Site A
Wolverhampton
WV98 1SU

If you cannot send the form back to us, let us know straight away. Call us on:

- English speakers phone **0800 169 0283**
- Welsh speakers phone **0800 169 0296**
- Textphone **0800 169 0286**

Or

If you are claiming from abroad:

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

If you cannot send the form back to us, let us know straight away. Call us on:

- **+44 191 206 9390.**

For general queries you can email
tvpi.internationalqueries@dwp.gov.uk

Do not send any personal information in the email.

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

Why DWP needs personal information and how we treat it

We treat personal information carefully. We may use it for any of our purposes. To learn more about information rights and how we use information, please see our DWP Personal Information Charter at **www.gov.uk/dwp/personal-information-charter**

DWP sometimes needs information about people other than the person who has applied for a benefit or service to work out what that person is entitled to. For example, where a person makes a claim for Universal Credit, we need information about other people who live in the same household to work out how much the person will be paid.

Our service standards

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

To find your nearest Jobcentre Plus local office go to
www.gov.uk/contact-jobcentre-plus
and select 'local office search'.