

International Pensions Direct Payment

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



Notes to help you fill in Part 9 of IPC BR1 GOV NSP

What is International Pensions Direct Payment?

International Pensions Direct Payment is the Department for Work and Pensions' way of paying your pension or benefit direct to an account of your choice outside the United Kingdom.

The advantages

Getting your money paid in this way has many advantages:

- it is secure
- it is convenient
- you will benefit from competitive exchange rates based on bulk buying of currency
- there are no postal delays
- there are no cheque clearance delays
- it is less expensive for us to arrange, which saves taxpayers' money.

How does it work?

The £ sterling value of your money will be converted to local currency and paid directly to your account. Your pension or benefit will be paid in arrears.

You can choose to be paid at the end of 4 or 13 weeks

If you choose to be paid every 4 weeks

The money will be paid into an account for you in the week following each 4 week period. Your first payment might cover a period of 2 to 5 weeks, but after this all payments will cover a 4 week period.

If you choose to be paid every 13 weeks

The money will be paid into an account for you in the week following each 13 week period. Your first payment might cover a period of 2 to 14 weeks, but after this all payments will cover a 13 week period.

But if you are only going to get a small State Pension or benefit you will be paid once a year.

Notes to help you fill in Part 9 of IPC BR1 GOV NSP - continued

You can work out what exchange rate has been used for each payment by dividing the amount by the £ sterling value of your money.

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.
- If you are an **appointee** or a **legal representative** acting on behalf of the customer, the account should be in your name only.

Finding out how much we have paid into the account

We will tell you when we will make the first payment and how much it will be for in £ sterling. You can check your payments on account statements. The statements may show your National Insurance number next to any payments we have made. If you think a payment is wrong, get in touch with us straight away.

Changes in pension or benefit

We will tell you when the money you get from us goes up. The amount of money we send you may change because of currency exchange rates.

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.

Important additional information

You must tell us straight away when your bank or account details change. If you do not, your payments may be delayed.

If you require further information, please contact us on **+44 191 218 7777**.

You may find it useful to keep these notes.

Part 1 About you

You can get your State Pension paid quicker if you:

- answer all the questions on the form that apply to you, and your husband, wife or civil partner if you have one
- send us all the documents we ask for with this form.

If you cannot do this, get in touch with us, but any State Pension you can get because of this claim may be delayed.

Please tell us your National Insurance (NI) Number

Letters Numbers

Letter

You can find your NI number on your NI number card, letters from social security or payslips. Do not delay sending in this form if you cannot find the number.

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

No

Yes

Surname or family name

All other names, in full

Title

All other surnames or family names you have been known by or are using now. Please include maiden name, all former married names and all changes of family name.

Your permanent address

Phone number. Add your national and local area code

What is this number? Please tick

Home

Work

Mobile

Part 1 About you - continued

Date of birth

Please send us your birth certificate

We need the original certificate. If you do not wish to send your original certificate a photocopy may be acceptable **but only if** the photocopy has been stamped and signed by any of the following

- a civil servant
- a doctor or surgeon registered under the laws of the country where the declaration is made
- a minister of religion
- a barrister, solicitor or advocate authorised to practice in the country where the declaration is made
- a notary public or any person allowed to administer oaths in the country where the declaration is made
- an officer of a bank authorised to sign documents on the customer's behalf
- a magistrate

If you do not have your birth certificate, and are unable to send it quickly, do not delay sending in this claim form.

Please remember to send us all the documents we ask for. If you do not, any State Pension you can get because of this claim may be delayed.

Other documents on which your date of birth is recorded may be acceptable.

Are you sending your birth certificate with this form?

No

Yes We will send the certificate back to you as soon as we can.

For official use only

Nature of evidence

Verified by

Checked by

Certificate returned by

on

Part 1 About you - continued

Have you, your husband, wife or civil partner ever claimed any of the following benefits in the United Kingdom? The United Kingdom is England, Scotland, Wales and Northern Ireland.

- State Pension
- Graduated Retirement Benefit
- Widow's Benefit
- Bereavement Benefit

No

Yes

Please tell us about this below.

Which benefit was claimed?

Who claimed the benefit?

You

Your husband, wife or civil partner

If you need more space use the space in **Part 10** at the end of this form.

If you are a married woman getting State Pension you need only fill in **Parts 2, 4, 8 and 11** of this form.

Have you ever lived or worked in the United Kingdom?

No

Yes

Please go to **Part 2**.

Please tell us about this below.

Please tell us any address(es) you had in the United Kingdom and the dates that you lived there. If you need more space use the space in **Part 10** at the end of this form.

Address

From

From

Dates

To

To

Part 1 About you - continued

Please tell us about any time you spent in the United Kingdom. Include any holidays. If you need more space use the space in Part 10 at the end of this form.

From

To

From

To

From

To

From

To

Have you ever been in HM Forces?

No

Yes

Which service were you in?

Army

Navy

RAF

Please tell us

the date you enlisted

the date you were discharged

where you were discharged

the Regiment or corps you were in

your service number

your rank

Part 1 About you - continued

Did you work for an employer in the United Kingdom?

No Please go to **Part 2**.

Yes Please tell us about any employers you have had. If you have had more than 2 employers, tell us about them in **Part 10**.

Employer 1

Employer 2

Employer's name and address
If you know the wages are dealt with at a different address, please give us that address, including the postcode.

The date you started work for this employer

The date you stopped work for this employer if you have stopped working for them

Payroll, staff or other reference number

Do you have any contribution or National Insurance record cards or notices that show you were employed in the United Kingdom?

No

Yes Please send us the original documents, not photocopies.

Part 2 About your husband, wife or civil partner

What is your current marital or civil partnership status?

Please give details of any previous marriages or civil partnerships in

Part 10

- Single
- Married or civil partner
- Divorced or civil partnership dissolved
- Marriage or civil partnership annulled
- Separated
- Widowed or surviving civil partner

Please go to **Part 4**

Tell us about your husband, wife or civil partner

Their surname or family name

Their other names

Any other names by which they have been known

Their National Insurance (NI) number if you know it

Letters Numbers

Letter

If you do not know their NI number did they ever work or live in the United Kingdom?

No
Yes

Their address, if different from yours

Their date of birth

Date of marriage or civil partnership formation

Date of divorce, annulment or civil partnership dissolution

The date they died, if you are widowed or a surviving civil partner

For official use only

Husband's status before marriage

Details of wife immediately before marriage (status)

Details of wife immediately before marriage (Surname)

Details of wife immediately before marriage eg. maiden name

Part 2 About your husband, wife or civil partner - continued

1. **If you are married or a civil partner** please send us your marriage certificate or civil partnership certificate.
2. **If you are widowed or a surviving civil partner** please send us your late husband's, late wife's or late civil partner's death certificate and your marriage certificate or civil partnership certificate.
If you are getting United Kingdom Widow's Benefit or Bereavement Benefit there is no need to send these certificates as we already have these details.
3. **If you are divorced or your civil partnership has been dissolved** please send us your decree absolute or confirmation of dissolution of civil partnership and your marriage certificate or civil partnership certificate. In Scotland a decree absolute is called a decree of divorce.
4. **If your marriage or civil partnership was annulled** please send us the certificate of annulment and your marriage certificate or civil partnership certificate.

Please remember to send us all the documents we ask for. If you do not, any State Pension you can get because of this claim may be delayed. Other documents on which dates are recorded may be acceptable.
If you do not wish to send your original certificates photocopies may be acceptable - please see the notes on page 2 of this form.

Are you sending your marriage or civil partnership certificate with this form?

- | | |
|------------|---|
| No | Please fill in the rest of this form including Part 3 |
| Yes | We will send the certificate back as soon as we can. Please fill in the rest of this form. You need not fill in Part 3 . |

Are you sending your decree absolute, decree of divorce, certificate of annulment or confirmation of dissolution of civil partnership with this form?

- | | |
|------------|---|
| No | Please fill in the rest of this form including Part 3 |
| Yes | We will send the certificate back as soon as we can. Please fill in the rest of this form. You need not fill in Part 3 . |

Are you sending your late husband's, late wife's or late civil partner's death certificate with this form?

- | | |
|------------|---|
| No | Please fill in the rest of this form including Part 3 |
| Yes | We will send the certificate back as soon as we can. Please fill in the rest of this form. You need not fill in Part 3 . |

For official use only

Nature of evidence

Verified by

Checked by

Certificate returned by

on

Nature of evidence

Verified by

Checked by

Certificate returned by

on

Nature of evidence

Verified by

Checked by

Certificate returned by

on

Evidence of dates of birth, marriage, formation of civil partnership, divorce,

Part 3 dissolution of civil partnership, annulment or death

Because this form is used for many different kinds of marriage, some of the questions asked may not apply to you. Please answer as many as you can.

If you do not have the necessary birth, marriage, divorce, annulment or death certificate and the event took place in

- Great Britain
- Northern Ireland
- The Isle of Man
- The Channel Islands
- Ireland

or a civil partnership certificate or confirmation of dissolution of civil partnership and the event took place in

- Great Britain
- Northern Ireland

please give us some more information below.

With this information we can look for proof of the event from official records. This could take some time and may delay a decision on your claim.

If you do not have the necessary certificate and the event took place in a country which is not listed opposite we will not be able to look for proof from official records. Please try to get a certificate or some other proof of the event and send it to us as soon as you can.

You must remember to send us all the documents we ask for. If you do not, any State Pension you can get because of this claim may be delayed.

Details of your birth

Address where you were born

Father's full name

Mother's full name

Mother's name before marriage

**Part 3 Evidence of dates of birth, marriage, formation of civil partnership, divorce,
dissolution of civil partnership, annulment or death - continued**

Details of marriage or civil partnership

**Address where you were married or
formed a civil partnership**

Maiden name of wife

**Any other surnames of your husband, wife
or civil partner**

**Full name of husband's, wife's or civil
partner's father**

Part 3 Evidence of dates of birth, marriage, formation of civil partnership, divorce, dissolution of civil partnership, annulment or death - continued

Details of divorce, annulment or dissolution of civil partnership

**Address where you were married or formed
a civil partnership**

**Address where you were divorced, your
marriage was annulled or your
civil partnership was dissolved**

Full name of petitioner

Details of death of your late husband, wife or civil partner

Address of the place of death

Where and when was the death registered

Part 4 When to claim State Pension

You will normally be paid from the date you reached State Pension age (we call this your date of entitlement).

Any money that you earn will not affect your State Pension.

Notes

- You will normally need at least 10 qualifying years on your National Insurance record to get any State Pension.
- How much State Pension you get will usually be based on your own NI record only. However, there will still be a few circumstances in which people get some State Pension through their late husband, wife or civil partner. So the amount you get could also be based on any NI your late husband, wife or civil partner has paid or been credited with.
- Your UK State Pension will be based on your own UK NI record. However, you may be able to use your time abroad to make up the 10 qualifying years needed to get any new State Pension. This is most likely if you've lived or worked in:
 - the European Economic Area (EEA)
 - Switzerland
 - certain countries that have a social security agreement with the UK.
- We can accept your claim if it is received no earlier than 4 months before the date you wish to get State Pension, or the date you reach State Pension age whichever is the later.
- If you put off claiming your State Pension, you can get extra State Pension.
- The minimum period you must put off claiming your State Pension to get extra State Pension is 9 weeks. When you do claim you will get a higher weekly State Pension for the rest of your life.
- Your State Pension cannot be backdated more than 12 months before the date your claim is received. If you backdate your claim this will affect any extra State Pension you could get.
- You can find out more about new State Pension by visiting [**www.gov.uk/new-state-pension**](http://www.gov.uk/new-state-pension)

Part 4 When to claim your State Pension - continued

What date do you want to claim your State Pension from?

If you don't write a date we may not be able to pay you.

Insert the date

Part 5 About National Insurance (NI) contributions

Only complete Part 5 if you are a married woman or a widow.

If you are a married woman or a widow

Have you been self-employed in the United Kingdom at any time since 6 April 1978?	No
	Yes

Have you been paying reduced-rate NI contributions?	No
	Yes

You can find out more about reduced-rate NI contributions at www.gov.uk

Part 5 About National Insurance (NI) contributions - continued

Have you been employed in the United Kingdom, or have you worked for a United Kingdom employer while you were outside the United Kingdom, and paid NI contributions as an employee in the last 2 years before reaching State Pension age?

No Please go to **Part 6**.
Yes

Did you pay these contributions through an employer?

No
Yes Please tell us about any United Kingdom employers you have had while you were outside the United Kingdom. If you have had more than 2 employers, tell us about the others in **Part 10**.

Employer 1

Employer 2

Employer's name and address
If you know the wages are dealt with at a different address, please give us that address, including the postcode.

Staff payroll or other reference number
If you do not know it, tell us the job or department.

Date you started work for this employer

Date you stopped work, if appropriate

Part 6 About other benefits

We need to know if you, your husband, wife or civil partner are getting any benefits from the Department for Work and Pensions or any other United Kingdom government department, as they will normally affect your State Pension. It will usually be reduced by the amount of the other benefit.

Are you, your husband, wife or civil partner getting any other benefits from the United Kingdom? Or have you received any other benefits since you reached State Pension age?

Tick **Yes** if you, your husband, wife or civil partner are waiting to hear about any of these benefits.

- Attendance Allowance
- Bereavement Benefit
- Carer's Allowance
- Child Benefit
- Disability Living Allowance
- Employment and Support Allowance
- Graduated Retirement Benefit
- Guardian's Allowance
- Incapacity Benefit
- Income Support
- Industrial Death Benefit
- Jobseeker's Allowance
- Pension Credit
- Reduced Earnings Allowance
- Severe Disablement Allowance
- State Pension
- Temporary Allowance for Widows
- Unemployability Supplement paid because of
 - a war disability due to service with HM forces
 - or - an industrial accident or disease.
- War Widow's or Widower's Pension
- Widow's Benefit
- Working Tax Credit

No

Yes Please tell us about the benefits.

Benefit 1

Name of benefit

Who is getting this or waiting to hear about this?

You

Your husband, wife or civil partner

Reference number, if known

This is on letters about the benefit.

Benefit 2

Name of benefit

Who is getting this or waiting to hear about this?

You

Your husband, wife or civil partner

Reference number, if known

This is on letters about the benefit.

Benefit 3

Name of benefit

Who is getting this or waiting to hear about this?

You

Your husband, wife or civil partner

Reference number, if known

This is on letters about the benefit.

If you, your husband, wife or civil partner get more than 3 benefits, tell us about them in **Part 10**.

Part 6 About other benefits - continued

Is anyone getting an increase of benefit for you?

No

Yes

Which benefit are they getting increased?

What is the reference number of the benefit?

This is on letters about the benefit.

Have you received United Kingdom Child Benefit at any time since 1978?

No

Yes

Are you, your husband, wife or civil partner:

- getting any benefits, or
- waiting to hear about a claim for any benefits

from Social Security Authorities in another country?

No

Yes

Please tell us about the benefits. If you need more space use the space in **Part 10** at the end of this form.

Name of benefit

Who is getting this or waiting to hear about this?

You

Your husband, wife or civil partner

Reference number, if known

This is on letters about the benefit.

Name and address of State Social Security Authority

Part 7 Living or working outside the United Kingdom

- We need to know about the time that you have lived or worked outside the United Kingdom. This is because if you paid into the social security system in another country, it **may** count towards your State Pension. We may need to forward details of your United Kingdom claim to them and exchange information with them about the contributions made and any entitlement that you may have under their scheme.
- You do **not** need to tell us about any time that you were overseas with HM Forces. Please tell us about any time that you have lived in -
 - a country outside the United Kingdom
 - the Channel Islands
 - Ireland
 - the Isle of Man
- If you do not give us this information now your State Pension claim may be delayed. This may also apply to any foreign pension to which you may have applied for.

What is your nationality?

Please tell us about the time you have lived or worked outside the United Kingdom. If you have lived or worked in more than 2 countries, tell us about them in Part 10

	Country 1		Country 2	
	Lived	Worked	Lived	Worked
Country you lived or worked in				
From				
When you lived or worked there				
To				
Did you pay into the social security scheme of that country?	No	What was your social security reference number?	No	What was your social security reference number?
	Yes		Yes	
Name and address of Social Security Authority				

Part 8 Time in hospital

Have you been in a hospital

- in the United Kingdom
- in Leopardstown Park Hospital, Dublin
- whilst in British Forces Posted Overseas

since you reached State Pension age, or the date you want to start receiving your State Pension from?

No

Yes

Please tell us the name and address of the hospital, the date you went into hospital and the date you left hospital.

Name of hospital

Address and postcode of hospital

Hospital phone number

Ward name or number

Date you went into hospital

Date you came out of hospital

Part 9 How we pay you

It is very important that you give us all the information that is needed to make a payment into your account. If you tell us the wrong account details your payment may be delayed or you may lose money. If any of the information we ask for below and on **page 19** is not part of your account details then do not fill those boxes in. You should check with your bank that the details you give us are correct.

Please tell us:

your bank or financial institution's full name

your bank or financial institution's full address

name of the account holder fill in from the left

Please continue on page 19

Part 9 How we pay you - continued

Please tell us:

account number fill in from the left

account type should be: **0** for checking account
1 for savings account
3 for other account

bank/branch code fill in from the left

International Bank Account Number (IBAN) fill in from the left

Bank Identification Code (BIC) fill in from the left

If your code has only 8 characters, put **XXX** at the end to make 11 characters

If you have a cheque book for your account please attach a paying-in slip to this form. This will help us to confirm your details.

I would like to be paid at the end of every **4 weeks** **13 weeks**

Part 10 Other information

Use this space to tell us anything else you think we might need to know.

You can continue on a separate piece of paper if you need to. If you continue on a separate piece of paper, make sure you

- write your full name, address and NI number on it
- sign and date it

Part 11 Declaration

I understand that I must promptly tell the Department for Work and Pensions, by phone or in writing, of anything that may affect my entitlement to, or the amount of, my State Pension.

I declare that the information I have given on this form is correct and complete as far as I know and believe.

I understand that if I knowingly give false information, I may be liable to prosecution or other action.

I understand that if I fail to promptly notify the Department of a change in circumstances, I may be liable to prosecution or other action.

This is my claim for State Pension

Signature

Date

Part 12 What to do now

- 1. Check that you have answered all the questions on this form that apply to you.**
- 2. Check that you are sending us all the documents we have asked for.**
These could be your birth certificate, your marriage certificate, your civil partnership certificate, your decree absolute or decree of divorce, your dissolution of civil partnership document, certificate of annulment or death certificate.
- 3. Check that you have signed this form.**

- 4. When to claim - If you want to claim your State Pension now, please send this form to us without delay.**
You can get your State Pension paid more quickly if you:
 - answer all the questions on the form that apply to you, and your husband, wife or civil partner if you have one
 - send us all the documents we ask for. **If you cannot do this, please get in touch with us, but your State Pension may be delayed or you could see a loss of your State Pension.**Our phone number is **+44 (0)191 218 7777**
If you use a textphone the number is **+44 (0)191 218 7280**

- 5. Send this form and any documents to:**
International Pension Centre
The Pension Service 11
Mail Handling Site A
Wolverhampton
WV98 1LW
United Kingdom

Part 13 What happens next

What happens next

We will consider your claim for State Pension. This usually takes around 8 weeks from the date we receive your claim.

About your claim

It would help if you did not phone us to check on the progress we are making unless you want to report a change that would affect your claim - for example, bank details etc.

We will write and tell you how much State Pension you can get and when it will be paid from. If you are not entitled to a State Pension we will tell you why.

We will write to you confirming we have received your documents if you send us any of the following:

- birth certificate
- marriage certificate
- civil partnership certificate
- certificate of annulment
- certificate of civil partnership dissolution
- decree absolute
- decree of divorce
- death certificate

If you are not sending us any documents you do not need to contact us.

Part 14 How we collect and use information

When we collect information about you we may use it for any of our purposes. These include dealing with:

- social security (including Housing Benefit, Council Tax Reduction Schemes and Local Welfare Provision)
- child support
- employment and training
- promoting financial planning for retirement
- policy relating to 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.dwp.gov.uk/privacy-policy or contact any of our offices.



Department
for Work &
Pensions