

Employee's details

Employee's surname

Other name(s)

National Insurance number

Address

Postcode

Why I cannot pay you SPP

I have ticked the box that applies to you.

I cannot pay you SPP. I have ticked one (or more) of the boxes below to tell you why.

I cannot pay you any more SPP after the week which ends on DD MM YYYY

I have ticked one of the boxes below to tell you why I cannot carry on paying you after this date.

You were not employed by me for long enough.

To get SPP for a baby, you must have worked for me continuously during the whole of the pregnancy up to the baby's birth.

To get SPP for a child that is being adopted in the UK you must:

- have worked for me continuously for 26 weeks up to and including the week you were notified by the adoption agency that you would be a suitable adoptive parent for the child
- continue to work for me until the child starts living with you

To get SPP for a child that is being adopted from abroad you must:

- have worked for me continuously for 26 weeks by the time the adopter is sent official notification from the relevant UK authority for adoption from abroad
- remain continuously employed with me until the child enters the UK

You did not tell me soon enough that you would be away from work.

To get SPP for a baby you must give me notice by the Saturday of the 15th week before the week the child is expected to be born. If you have a good reason for telling me late, I may be able to accept late notice.

To get SPP for a child that is being adopted you must give me at least 28 days notice that you will be away from work. If you have a good reason for telling me late, I may be able to accept late notice.

To get paternity leave, you must give me notice by the Saturday of the 15th week before the week the child is expected to be born, or within 7 days of the date the child was matched for adoption.

You did not give me acceptable evidence of your entitlement soon enough.

To get SPP you must have given me acceptable evidence of your entitlement at least 28 days before you are away from work. If you had a good reason for giving the evidence to me late I may be able to accept it.

You are entitled to Statutory Sick Pay.

You cannot get SPP during any week that you are entitled to Statutory Sick Pay.

You worked on DD MM YYYY

You cannot get SPP if you work during any week of the Paternity Pay Period for me or for a new employer.

<input type="checkbox"/> Your earnings were too low.	To get SPP your average earnings must be at least equal to the Lower Earnings Limit. Your earnings during the relevant period, including those under any Class 1B arrangement, were insufficient for you to qualify for SPP.
<input type="checkbox"/> You were in prison or detained in legal custody on DD MM YYYY <input type="text"/> <input type="text"/>	You cannot get SPP from me if you are detained in legal custody on or after the first day of the SPP period.

<p>Employer's signature</p> <input type="text"/> <p>Date DD MM YYYY</p> <input type="text"/> <p>Employer's name</p> <input type="text"/>	<p>Employer's address</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> Phone number <input type="text"/>
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What to do if you disagree

If you disagree with my decision, please get in touch with me to discuss the decision my name, address and phone number are above.

If you still disagree you can register a dispute about my decision not to pay you SPP. Phone the HMRC Statutory Payments Disputes Team on **03000 560 630**.

More information

There may be other reasons why you are not entitled to SPP. For more information on entitlement to SPP, go to www.gov.uk/paternity-pay-leave