

Carer's Allowance

Claim form

Carer's Allowance gives financial help to people who cannot take up full-time paid work as they provide regular care to a disabled person.

The quickest and easiest way to claim Carer's Allowance is online. Check if you can get Carer's Allowance and make a claim at www.gov.uk/carers-allowance

We have many different ways we can communicate with you

If you would like us to communicate with you by braille, British Sign Language, a hearing loop, translations, large print, audio or something else please contact us. Please see details below.

About this form

- Use this form to claim Carer's Allowance.
- Check if you can get Carer's Allowance by using the checklist on page 2 of the notes.
- If you cannot get Carer's Allowance, go to www.gov.uk to see what other help you might be able to get.
- You, the carer, must fill in this form, not the person you provide care for.
- Please fill in this form with **BLACK INK** and in **CAPITALS**.
- Please answer all the questions and send us all the documents we ask for.
- Contact us if you cannot fill in this form or send us the documents we ask for, because this might delay your claim.
- This form and the notes are available in Welsh, large print or braille. Please ring **0800 731 0297**.
- If you have speech or hearing difficulties, you can contact us by textphone on **0800 731 0317**. The textphone service does not receive messages from mobile phones.

Calls to **0800** numbers are free from landlines and mobiles.

Normally, you can expect us to get back to you within 6 weeks. This may change at busy times of the year.

Remember

If someone else also cares for the same person as you, only one of you can claim Carer's Allowance, or the carer's element of Universal Credit.

If you both meet the criteria, you must decide between you who will claim.

When you claim Carer's Allowance, the person you provide care for may stop getting:

- a severe disability premium paid with their benefits, if they get one
- an extra amount for severe disability paid with Pension Credit, if they get one
- reduced Council Tax, if their local council offers it



Department
for Work &
Pensions

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We will check the record of the person you provide care before making a decision on your claim. There is more information about how Carer's Allowance affects other benefits in the Notes and at www.gov.uk/carers-allowance

You **must** tell the person you are providing care for, or their legal representative, **before** you claim Carer's Allowance.

About your Carer's Allowance

When do you want your Carer's Allowance claim to start?

You must give us an exact date or your claim will be delayed. If you do not fill in the day, month and year, we cannot accept your claim and we will send this form back to you.

Day Month Year **Example of an exact date:**

Please make a note of this date. We will ask you about it again later.

Part 1: About you – the carer

Title

For example Mr, Mrs, Miss, Ms.

Surname or family name

All other names in full

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

Your National Insurance (NI) number

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

You can get this from your NI number card, letters about benefits, payslips or form P60. If you do not tell us your NI number, it could delay your claim.

Your date of birth

What is your marital or civil partnership status?

single	<input type="checkbox"/>	separated	<input type="checkbox"/>
married or civil partner	<input type="checkbox"/>	divorced or civil partnership dissolved	<input type="checkbox"/>
living with partner	<input type="checkbox"/>	widowed or surviving civil partner	<input type="checkbox"/>

Part 1: About you – the carer continued

Address

Postcode

Phone number

--

Mobile number

To help us deal with your claim or any queries you may have as quickly as possible, please give us your mobile phone number so we can contact you by text message.

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If you have speech or hearing difficulties and want us to contact you by textphone, tick this box.

If you live in Wales and would like us to contact you in Welsh, tick this box.

What is your nationality?

For example, British. If you have a current passport, please give your nationality as shown on your passport.

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Which country do you normally live in?

--

Which country are you living in now?

--

Part 1: About you – the carer continued

Have you been present in Great Britain throughout the 3 years before the date you are claiming from?

Great Britain is England, Scotland and Wales.

No

Yes

If **No**, please tell us in the table below about any countries you have lived in or visited in the 3 years before the date you are claiming from. If you had more than 5 visits abroad, tell us about them in **Part 9**.

Country	From	To	Reason for being there. For example, you live there, for a holiday, for work.	Was the person you look after with you? Yes/No
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		

Do you, or a member of your family, get any benefits or pensions from a country other than Great Britain?

By family we mean your spouse or civil partner and dependent children and adults.

No

Yes If you have answered **Yes** to this question we will contact you for more information.

Have you, or a member of your family, claimed any benefit or pension which has not yet been decided, from a country other than Great Britain?

No

Yes If you have answered **Yes** to this question we will contact you for more information.

Are you, or a member of your family, working in or paying insurance to an EEA country or Switzerland?

No

Yes If you have answered **Yes** to this question we will contact you for more information.

For a list of EEA countries, see page 4 of the **Notes** or go to www.gov.uk/claim-benefits-abroad/where-you-can-claim-benefits

Part 2: About your partner

Tell us about your partner, if you have one.

We use partner to mean:

- a person you live with who is your husband, wife or civil partner, or a
- a person you live with as if you are a married couple

Have you lived with a partner at any time since the date you want to claim from?

No Go to **Part 3**.

Yes

Their title
For example Mr, Mrs, Miss, Ms.

Their surname or family name

All their other names in full

All other surnames or family names they have used or have been known by

Their National Insurance (NI) number

Letters Numbers Letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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You can get this from their NI number card, letters about benefits, payslips or form P60. If you do not tell us their NI number, this could delay any benefit you may be entitled to.

Their date of birth

Their nationality

Have you separated from your partner since the date you want to claim from?

No

Yes When did you separate?

Part 3: About the person you provide care for

Remember

You **must** tell the person you are providing care for, or their legal representative, **before** you claim Carer's Allowance.

When you claim Carer's Allowance, the person you provide care for may stop getting any severe disability premium they get with their:

- income-based Jobseeker's Allowance
- Income Support
- income-related Employment and Support Allowance
- Housing Benefit

If they get extra Pension Credit for severe disability, it will also stop.

It could also affect their Council Tax reduction, but this would need to be checked with their local council.

There is more information about how Carer's Allowance affects other benefits in the **Notes** and at www.gov.uk/carers-allowance

Their title

For example Mr, Mrs, Miss, Ms.

Their surname or family name

All their other names in full

Their National Insurance (NI) number

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

You can get this from their NI number card, letters about benefits, payslips or form P60. If they are aged 16 or under, their NI number is the reference number on letters about Disability Living Allowance for them.

Their date of birth

Their address

You do not have to live at the same address as the person you provide care for.

What is this person's relationship to you?

Are they getting Armed Forces Independence Payment?

No
Yes

Part 3: About the person you provide care for continued

Is the person you care for receiving a disability benefit from an EEA country or Switzerland?

No

Yes

If **Yes**, what is the name of the benefit?

Which country is paying the benefit?

Please send in a recent notification regarding this benefit award if you have one.

Have you spent 35 hours or more each week providing care for this person since the date you want to claim from?

No

Yes

Were you providing care for this person for 35 hours a week or more before the date you want to claim from?

No

Yes When did you start providing care for them?

If you were providing care for this person before the date you want to claim from, have there been any times you were unable to provide care for this person during the 6 months before the date you want to claim from?

No

Yes Tell us about this on the next 3 pages.

This is when you spent less than 35 hours a week providing care for the person. For example, when:

- they were in respite care, hospital or on holiday without you
- you were in hospital or on holiday without them

Have there been any times you were unable to provide care for this person since the date you want to claim from?

No

Yes Tell us about this on the next 3 pages. You could still get Carer's Allowance for these times.

This is when you spent less than 35 hours a week providing care for the person. For example, when:

- they were in respite care, hospital or on holiday without you
- you were in hospital or on holiday without them

Part 3: About the person you provide care for continued

Is another person getting the carer element of Universal Credit for providing care for them?

There is more information about what happens if there is more than one carer on page 4 of the Notes booklet.

No

Yes Tell us about the person who is getting the carer element of Universal Credit. If you can, tell us their name, address, date of birth and NI number.

Has the person you provide care for been in hospital, a care home or respite care for at least a week since the date you want to claim from and the 26 weeks before this date?

Period 1

They were in

No Go to the next page.

Yes Tell us about this below. If they had more than 3 periods in hospital, a care home or respite care, tell us about them in **Part 9**.

hospital.

a care home or respite care.

When were they in hospital, a care home or respite care?

From / to /

While they were in hospital, a care home or respite care, did you still provide care for 35 hours a week?

No

Yes

If they were in a care home or respite care, were they getting care from a medical professional during this time?

No

Yes

Period 2

They were in

hospital.

a care home or respite care.

When were they in hospital, a care home or respite care?

From / to /

While they were in hospital, a care home or respite care, did you still provide care for 35 hours a week?

No

Yes

If they were in a care home or respite care, were they getting care from a medical professional during this time?

No

Yes

Part 3: About the person you provide care for continued

Period 3

They were in

- hospital.
 a care home or respite care.

From to

When were they in hospital, a care home or respite care?

While they were in hospital, a care home or respite care, did you still provide care for 35 hours a week?

- No
Yes

If they were in a care home or respite care, were they getting care from a medical professional during this time?

- No
Yes

Have you been in hospital or a care home or respite care for at least a week since the date you want to claim from and the 26 weeks before this date?

- No Go to the next page.
Yes Tell us about this below. If you had more than 3 periods in hospital, a care home or respite care, tell us about them in **Part 9**.

Period 1

You were in

- hospital.
 a care home or respite care.

From to

When were you in hospital, a care home or respite care?

If you were in a care home or respite care, were you getting care from a medical professional during this time?

- No
Yes

Period 2

You were in

- hospital.
 a care home or respite care.

From to

When were you in hospital, a care home or respite care?

If you were in a care home or respite care, were you getting care from a medical professional during this time?

- No
Yes

Part 3: About the person you provide care for continued

Period 3

You were in

- hospital.
 a care home or respite care.

When were you in hospital, a care home or respite care?

From / to /

If you were in a care home or respite care, were you getting care from a medical professional during this time?

- No
Yes

Have there been any other times you have not provided care for the person named on page 6 of this form for 35 hours a week since the date you want to claim from and the 26 weeks before this date?

This includes holidays.

- No Go to the next page.
Yes Tell us about this below.

Period 1

When did you not provide care for 35 hours a week?

From on /
To on /

The person you provide care for was

- on holiday.
 at home.
 somewhere else.

You were

- on holiday.
 at home.
 somewhere else.

Period 2

When did you not provide care for 35 hours a week?

From on /
To on /

The person you provide care for was

- on holiday.
 at home.
 somewhere else.

You were

- on holiday.
 at home.
 somewhere else.

Part 3: About the person you provide care for continued

Period 3

When did you not provide care for 35 hours a week?

From am/pm on / /

To am/pm on / /

The person you provide care for was

on holiday.

at home.

somewhere else.

You were

on holiday.

at home.

somewhere else.

Part 4: About education

Have you been on a course of education since the date you want to claim from?

If you are on holiday such as the summer or winter vacation, or on temporary leave from your course, still tick **Yes**.

No Go to **Part 5**.

Yes

Important

Tick **Yes** if you are on holiday or a mid-term break and you will be going back to your course.

Are you on a trainee scheme?

No

Yes We will contact you about this.

Course title

Type of course

For example GCSE, A-level, NVQ, traineeship or degree.

Name and address of school, college or university

Postcode

Part 4: About education continued

Name of main teacher or tutor

Contact phone number

When did you start your course?

Are you studying full-time on a university course?

If you are on holiday or temporary leave from your course, still tick **Yes**.

No

Yes Have you been granted any exemptions from any part of the course?

No

Yes

When do you expect the course to end?

If you are no longer on the course, when did you finish?

Part 5: Your Income

By *income* we mean:

- full-time or part-time work
- casual or temporary work
- apprenticeships
- work on a zero hours contract
- job sharing

- being included in a tax return as a worker
- being a company director
- being in the Army Reserve or other auxiliary armed forces, or
- being on a career break, or taking paid or unpaid leave.

Are you a company director?

No

Yes We will write to you about this.

Have you been employed at any time in the 6 month period before the date you want to claim from?

Still tick **Yes** if you are off work because you are sick, or on paid or unpaid leave.

No Go to **Part 6**.

Yes Tell us about your main job below. If you have had more than one job at any time since 6 months before the date you want to claim from, tell us about this in **Part 9**.

Please send us:

- the last payslip you got before the date you want to claim from, and
- any payslips you have had since then

Part 5: Your Income continued

Employer's name and address

Postcode

Employer's phone number

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Payroll or employee number

--

When did you start this job?

/	/
---	---

Has the job finished?

No

Yes When did you last work?

/	/
---	---

What is the leaving date on your P45, if you have one?

/	/
---	---

Does your employer owe you any money?

No

Yes

This might be holiday pay, redundancy pay or a payment instead of notice (PILON).

How many hours a week do you or did you work?

hours a week

How often are you or were you paid?

- Weekly
- Fortnightly
- 4-weekly
- Monthly
- Other - tell us how often.

--

When do you or did you get paid?

For example, every Friday, the last day of every month, every fourth Friday, fifteenth of every month.

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Part 5: Your Income continued

Do you or did you get paid the same amount each time?

No

Yes

When were you last paid?

How much was your last payment?

Tell us the amount before taking off any tax or deductions.

What period did this cover?

From

To

What was included in this pay?

Include things like holiday pay, redundancy pay or a payment instead of notice (PILON), SSP and SMP. Give us full details of everything paid to you and what period each payment was for.

Do you or did you pay into a pension scheme?

This could be an occupational pension (a works pension), a private pension, a stakeholder pension or a retirement annuity scheme.

No

Yes Tell us the type of pension and how much you paid.

Type: every

£

Type:

£ every

Type:

£ every

Part 5: Your Income continued

Have you had any Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay or Statutory Adoption Pay since the date you want to claim from?

Tell us which statutory payment you had

How much and how often?

Employer's name and address

No

Yes

£ every

 Postcode

Do you or did you pay for anything necessary to do your job?

For example, tools or protective clothing. These are things you have to pay for yourself, not things that your employer pays for.

No

Yes Tell us about anything you have to pay for that is essential for your job. Tell us what this is, why you need it, how much it costs and how often you have to pay for it.

While you are at work, do you or did you pay for childcare or for someone to look after the person you provide care for?

No

Yes Tell us who you pay, how much you pay and how often, and who you pay for. If you pay a family member, tell us their relationship to you and the person you provide care for.

Are you receiving tax-free childcare?

No Go to **Part 6**

Yes If Yes, how much and how often?

£ every

Part 6: About self-employment

By self-employment we mean:

- working for yourself
- being a partner or sleeping partner in a business
- receiving income from property or land you own, or
- renting out any part of the home you live in – for example, to a lodger

If you are a company director, you should fill in **Part 5: Your income**.

Have you been self-employed at any time since the week before the date you want to claim from?

- No Go to **Part 7**.
Yes Tell us about this below.

Are you self-employed now?

- No Tell us below about your most recent self-employed work.
Yes Tell us below about the self-employed work you are doing now.

When did you start this work?

When did you finish this work?

If you have finished.

Have you ceased trading?

- No
Yes If you ceased trading more than a week before the date you want to claim Carer's Allowance from, go to **Part 7**.

What type of work or business is it?

What is your trading year?

From

To

Please send us the most recent finalised accounts you have for your business. We cannot accept tax returns.

Are you sending us your most recent finalised accounts?

- No Go to **Part 7**.
Yes

If you cannot send us the most recent finalised accounts, we will write to you for more information. Go to Part 7.

Are the income, outgoings and profit in these accounts similar to your current level of trading?

- No Tell us briefly below how it is different and when it changed. We will contact you about this.
Yes

Part 6: About self-employment continued

During the period of the accounts you are sending us, did you pay into a pension scheme?

This could be an occupational pension (a works pension), a private pension, a stakeholder pension or a retirement annuity scheme.

No

Yes Tell us the type of pension, how much you paid and how often.

Type:

£

Type:

£

every

Type:

£

every

Type:

£

every

While you were at work, during the period of the accounts you are sending us, did you pay for childcare or for someone to look after the person you provide care for?

No

Yes Tell us who you paid, how much you paid and how often, and who you paid for. If you paid a family member, tell us their relationship to you and the person you provide care for.

Are you receiving tax-free childcare?

No

Yes If yes, how much and how often?

£

every

Part 6: About self-employment continued

Are you or your partner getting Marriage Allowance?

No

Yes

What is the tax code of the person getting Marriage Allowance?

Does your tax code begin with 'S'?

No

Yes

Does your tax code begin with 'C'?

No

Yes

To find out more about tax codes, go to www.gov.uk/tax-codes

Part 7: About other money

Have you received any payments for the person you provide care for or anybody else since the date you want to claim from?

For example payments for fostering, adult placements, direct payments or any payments from your local council.

No

Yes

What is this payment called?

Who pays you?

Postcode

How much do they pay you and how often?

£ every

Part 8: How we pay you

We pay Carer's Allowance into a bank account.

If you do not give us details of a bank account you can use, we cannot pay Carer's Allowance even if you are entitled to it.

We can pay your Carer's Allowance every:

- week (in advance) or
- 4 weeks (one week in advance and 3 weeks in arrears)

We normally pay it on a Monday.

How would you like to be paid?

Please tick one box.

Every week.

Every 4 weeks.

We will 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 NI number next to any payments we have made. If you think a payment is wrong, get in touch with us straightaway.

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 system works for payments into an account.

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, 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.

Part 8: How we pay you continued

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 customer, the account should be in your name only.

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.

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 six numbers, for example 12-34-56

<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>
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Account number

Most account numbers are 8 numbers long.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Part 9: More information

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

Part 10: Checklist

Use the checklist below to make sure you send us all the documents we need. Send the original documents if you can, but send photocopies if you would rather. If you do not send us the documents we need, your claim will take longer.

If you are employed now, or have been employed at any time in the 6 month period before the date you want to claim from.

Please send us:

- the last payslip you got before the date you want to claim from
- any payslips you have had since the date you want to claim from
- details of any pension payments you make
- your P45

If you are self-employed now, or have been self-employed at anytime in the week before the date you want to claim from.

Please send us:

- the most recent finalised accounts you have for your business
- details of any pension payments you make

Now please sign the declaration on the next page.

Part 11: Declaration

By submitting this claim you agree that the information you have given is complete and correct.

While you are getting Carer's Allowance, you will report changes to your circumstances straightaway by calling **0800 731 0297**, or by textphone on **0800 731 0317**. Or you can report changes to your circumstances by accessing **www.gov.uk/carers-allowance**

If you give wrong or incomplete information, or you do not report changes straightaway, you may:

- be prosecuted
- need to pay a financial penalty
- have your Carer's Allowance reduced or stopped
- be paid too much Carer's Allowance and have to pay the money back

If we pay you less than we should, we may pay you the money that we owe you.

Signature

/ /

Date

What to do now

- Check that you have answered all the questions.
- Check that you are sending us all the documents we have asked for. Use the checklist on **page 22**.
Get in touch with us if you cannot fill in the form or send us the documents we need. Your Carer's Allowance may be delayed. You can phone us on **0800 731 0297**.
If you have speech or hearing difficulties, you can contact us by textphone on **0800 731 0317**. The textphone service does not receive messages from mobile phones.
- Check that you have given us your bank account details in **Part 8**.
Remember – we cannot pay you any Carer's Allowance you may be entitled to unless you give us these details.
- Check that you have signed the form.
- Send everything to us in the envelope that came with this claim pack. The envelope does not need a stamp.

Our address is:

**Carer's Allowance Unit
Mail Handling Site A
Wolverhampton
WV98 2AB**

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**