



Carer's Allowance claim form

We have many ways we can communicate with you

If you would like braille, British Sign Language, a hearing loop, translations, large print, audio or something else please call us on **0800 731 0297** or textphone **0800 731 5312** and tell us which you need.

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

About this form

Carer's Allowance is a benefit for people who provide regular and substantial care to a disabled person for at least 35 hours a week, and meet certain eligibility criteria.

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

- use this form to claim Carer's Allowance
- check if you can get Carer's Allowance by using the checklist in the notes booklet. If you cannot get Carer's Allowance, go to www.gov.uk/browse/benefits 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 carefully. If you fill in this form using a pen, use **black ink** and CAPITAL LETTERS
- 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
- if you have speech or hearing difficulties, you can contact us by textphone on **0800 731 5312**. The textphone service does not receive messages from mobile phones.

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 a carer's benefit. This could be Carer's Allowance, Carer Support Payment or, for those in receipt of Universal Credit, an extra amount for caring for someone.

If you both meet the criteria, you must try to decide between you who will claim. If you cannot decide on who this should be, the Department for Work and Pensions will make the decision.

When you get Carer's Allowance, the person you provide care for will usually stop getting:

- a severe disability premium paid with their benefits
- an extra amount for severe disability paid with Pension Credit.

They might also stop getting reduced Council Tax.

We will check the record of the person you provide care for before making a decision on your claim.

About you - the carer

01 First name
02 Last name

03 National Insurance (NI) number
04 A phone number we can contact you on If you give us your mobile phone number we can contact you by text message.

About your Carer's Allowance

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

It is possible to backdate your claim to the start date of the disabled person's qualifying benefit. This must be made within 3 months of their decision date, and you must have provided care for at least 35 hours each week.

05 What date do you want your Carer's Allowance to start? DD/MM/YYYY
Please make a note of this date. We will ask you about it again later.

More about you - the carer

06 Your date of birth DD/MM/YYYY
07 What is your marital or civil partnership status? Single Married or civil partner Living with partner Separated Divorced or civil partnership dissolved Widowed or surviving civil partner

08 Your address Postcode
09 If you have speech or hearing difficulties and want us to contact you by textphone, please give us your textphone number.

10 Are you able to speak to us in English?

No

Please tell us the language that we should use when speaking to you.

Yes

11 What is your nationality?

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

12 Which country do you normally live in?

13 Which country are you living in now?

14 If you are Swiss or a European Economic Area (EEA) national, were you living in the United Kingdom (UK) before 1 January 2021?

For a list of EEA countries, please see the notes booklet.

No

Yes

15 Have you lived in Great Britain throughout the 3 years before the date you are claiming from?

Great Britain is England, Scotland and Wales.

No

Yes **Go to question 17**

16 If No, please tell us 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 3 visits abroad, tell us about them in 'More Information' at question 123.

Period 1

Which country did you live in or visit?

When did you go there?

DD/MM/YYYY

When did you return to Great Britain?

DD/MM/YYYY

Do you intend to go back to that country?

No

Yes

What date do you intend to go back to that country?

DD/MM/YYYY

What was your reason for being there?

For example, you live there, for a holiday, for work.

Was the person you look after with you?

No

Yes

Period 2

Which country did you live in or visit?

When did you go there?

DD/MM/YYYY

When did you return to Great Britain?

DD/MM/YYYY

Do you intend to go back to that country?

No

Yes

What date do you intend to go back to that country?

DD/MM/YYYY

What was your reason for being there?

For example, you live there, for a holiday, for work.

Was the person you look after with you?

No

Yes

Period 3

Which country did you live in or visit?

When did you go there?

DD/MM/YYYY

When did you return to Great Britain?

DD/MM/YYYY

Do you intend to go back to that country?

No

Yes

What date do you intend to go back to that country?

DD/MM/YYYY

What was your reason for being there?

For example, you live there, for a holiday, for work.

Was the person you look after with you?

No

Yes

17 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

18 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

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

For a list of EEA countries, please see the notes booklet.

No

Yes

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 person you live with as if you are a married couple.

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

We look at any money your partner gets from benefits when we work out if you can get Carer's Allowance.

No **Go to 'About the person you provide care for'**

Yes

21 Their first name

22 Their last name

23 Their National Insurance (NI) number

24 Their date of birth

DD/MM/YYYY

25 Their nationality

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

No

Yes

When did you separate?

DD/MM/YYYY

You must report changes in your circumstances straight away. See the notes for more information.

About the person you provide care for

Remember

You must tell the person you are providing care for that you are making a claim to Carer's Allowance. You should explain this is because you provide care for them. If they have a legal representative, you must let them know before you claim.

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

<p>27 Their first name</p> <p>28 Their last name</p> <p>29 Their National Insurance (NI) number</p> <p>If they are under 16, you should enter their Disability Living Allowance reference number or child reference number.</p> <p>If you do not tell us this number, it could delay your claim.</p> <p>30 Their date of birth</p> <p>DD/MM/YYYY</p> <p>31 Their address, if different from yours</p> <p>You do not have to live at the same address as the person you provide care for.</p> <p>Postcode</p> <p>32 What is their relationship to you?</p>	<p>33 Are they getting Armed Forces Independence Payment?</p> <p>No</p> <p>Yes</p> <p>34 Is the person you care for getting a disability benefit from an EEA country or Switzerland?</p> <p>No Go to question 35</p> <p>Yes</p> <p>What is the name of the benefit?</p> <p>Which country is paying the benefit?</p> <p>Please send in a recent notification regarding this benefit award if you have one.</p> <p>35 Is another person getting Carer Support Payment or an extra amount of Universal Credit for providing care for them?</p> <p>There is more information about what happens if there is more than one carer in the notes booklet.</p> <p>No Go to question 36</p> <p>Yes</p> <p>Tell us about the person who is getting Carer Support Payment or an extra amount of Universal Credit. If you can, tell us their name, address, date of birth and National Insurance number.</p>
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Their name

Their address

Postcode

Their National Insurance (NI) number

Their date of birth

DD/MM/YYYY

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

This can be any care you give in person. This includes supervision as well as helping with things like washing, cooking, household tasks, shopping, travel, attending appointments, preparing for the disabled person to come to stay with you or clearing up after the visit.

No

Yes

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

No **Go to question 39**

Yes

When did you start providing care for them?

DD/MM/YYYY

38 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 26 weeks before the date you want to claim from?

This is when you spent less than 35 hours per 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.

No

Yes

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

If they had more than 3 periods in hospital, a care home or respite care, please tell us about this in **'More information' at question 123**.

39 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?

No **If you have answered 'No' to question 37 and question 39, go to question 52.**

Yes

Tell us about this. If they had more than 3 periods in hospital, a care home or respite care, please tell us about this in **'More information' at question 123**.

Period 1

40 Were they in hospital or a care home or respite care?

hospital

a care home or respite care

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

DD/MM/YYYY

From

To

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

No

Yes

43 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

44 Were they in hospital or a care home or respite care?

hospital

a care home or respite care

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

DD/MM/YYYY

From

To

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

No

Yes

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

No

Yes

Period 3

48 Were they in hospital or a care home or respite care?

hospital

a care home or respite care

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

DD/MM/YYYY

From

To

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

No

Yes

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

No

Yes

52 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 question 62**

Yes

Tell us about this. If you had more than 3 periods in hospital, a care home or respite care, please tell us about this in **'More information'** at **question 123**.

Period 1

53 Were you in hospital or a care home or respite care?

hospital

a care home or respite care

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

DD/MM/YYYY

From

To

55 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

56 Were you in hospital or a care home or respite care?

hospital

a care home or respite care

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

DD/MM/YYYY

From

To

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

No

Yes

Period 3

59 Were you in hospital or a care home or respite care?

hospital

a care home or respite care

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

DD/MM/YYYY

From

To

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

No

Yes

62 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 'About education'**

Yes

Tell us about this. If you have not provided care for more than 3 periods, please tell us about this in **'More information' at question 123.**

Period 1

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

From what time? am/pm

From what date?

DD/MM/YYYY

To what time? am/pm

To what date?

DD/MM/YYYY

64 Where was the person you provide care for?

- On holiday
- At home
- Somewhere else

65 Where were you?

- On holiday
- At home
- Somewhere else

Period 2

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

From what time? am/pm

From what date?
DD/MM/YYYY

To what time? am/pm

To what date?
DD/MM/YYYY

67 Where was the person you provide care for?

- On holiday
- At home
- Somewhere else

68 Where were you?

- On holiday
- At home
- Somewhere else

Period 3

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

From what time? am/pm

From what date?
DD/MM/YYYY

To what time? am/pm

To what date?
DD/MM/YYYY

70 Where was the person you provide care for?

- On holiday
- At home
- Somewhere else

71 Where were you?

- On holiday
- At home
- Somewhere else

If you need to tell us about more breaks in caring, use the space at **'More information' at question 123.**

About education

72 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 'About employment and income'**

Yes

73 Are you on a trainee scheme?

No

Yes We will contact you about this.

74 What is the title of your course?

75 What type of course is it?

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

76 What is the name of your school, college or university?

77 What is the address of your school, college or university?

Postcode

78 What is the name of the main teacher or tutor?

79 A phone number we can contact them on

80 When did you start your course?

DD/MM/YYYY

81 Are you studying full-time on a university course?

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

No **Go to 'About employment and income'**

Yes

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

No

Yes

82 When do you expect the course to end?

DD/MM/YYYY

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

DD/MM/YYYY

About employment and 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.

84 Are you a company director?

No

Yes We will contact you about this.

85 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 'About self-employment'**

Yes

Tell us about your main job. If you have had more than one job at any time within the 6 months before the date you want to claim from, tell us about this in **'More information' at question 123.**

Please send us:

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

We will contact you about this.

86 Employer's name

87 Employer's address

Postcode

88 A phone number we can contact them on

89 When did you start this job?

DD/MM/YYYY

90 Has the job finished?

No **Go to question 91**

Yes

When did you last work?

DD/MM/YYYY

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

DD/MM/YYYY

Does your employer owe you any money?

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

No

Yes

91 How often were you or are you paid?

Weekly

Fortnightly

4-weekly

Monthly

Other

Tell us how often

92 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.

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

No

Yes

94 When were you last paid?

DD/MM/YYYY

95 How much was your last payment?

Tell us the gross amount. This is the amount before any tax or deductions are taken.

£

96 What period did this cover?

DD/MM/YYYY

From

To

97 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.

98 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 **Go to question 99**

Yes

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

Type of pension

Amount paid

£

How often the payments were made

99 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?

No **Go to question 100**

Yes

Tell us which payment you had

Amount paid

£

How often the payments were made

Employer's name

Employer's address

Postcode

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

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

No **Go to question 101**

Yes

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

101 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 **Go to question 102**

Yes

Who do you pay for?

If they are a family member, what is their relationship to you?

Amount paid

£

How often it is paid?

Who do you pay for?

102 Are your childcare costs paid for under the HMRC Tax Free Childcare Scheme?

No **Go to 'About self-employment'**

Yes

How much do you receive?

£

How often do you receive this?

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, a lodger.

If you are a company director, you should fill in '**About employment and income**'.

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

No **Go to 'About other money'**

Yes

104 Are you self-employed now?

No Tell us about your most recent self-employed work

Yes Tell us about the self-employed work you are doing now

105 When did you start this work?

DD/MM/YYYY

106 If you have finished this work, when did you finish?

DD/MM/YYYY

107 Have you stopped trading?

No

Yes If you stopped trading more than a week before the date you want to claim Carer's Allowance from, **go to 'About other money'**

108 What type of work or business is it?

109 What is your trading year?

DD/MM/YYYY

Start date

End date

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

110 Are you sending us your most recent finalised accounts?

If you cannot send us your most recent finalised accounts, we will write to you for more information.

No **Go to question 114**

Yes

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

No

Tell us briefly how it is different and when it changed. We will contact you about this.

Yes

112 During the period of 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 **Go to question 113**

Yes

Tell us the type of pension

Amount paid

£

How often was the pension paid?

113 While you are 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 **Go to question 114**

Yes

Who do you pay?

If they are a family member, what is their relationship to you?

Amount paid

£

How often was this paid?

Who do you pay for?

114 Are you receiving childcare costs paid for under the HMRC Tax Free Childcare Scheme?

No **Go to question 115**

Yes

Tell us how much?

£

How often?

115 Are you or your partner getting Marriage Allowance?

No **Go to 'About other money'**

Yes

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

About other money

116 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 **Go to question 117**

Yes

What is the payment called?

Who pays you?

Amount paid

£

How often?

117 How would you like to be paid?

Please tick one box.

Every week

Every 4 weeks

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.

Finding out how much we have paid into the account

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.

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.**

About paying you

Tell us your account details.

It is very important you fill in the boxes correctly, including the building society roll or reference number, if you have one. If you do not give us your account details or give us the wrong details, your payment may be delayed or you may lose money.

- You can find the account details on your bank card or 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.

Tell us about the account you want to use.

By giving us your account details, you:

- agree that we will pay you into an account and
- understand what we have told you in the section "If we pay you too much money"
- if you do not have an account, please contact us and we will give you more information.

118 Name on the account

Exactly as it is shown on the cheque book or statement.

119 Full name of the bank or building society

120 Sort code

Tell us all 6 numbers, for example 12-34-56.

— — —

121 Account number

Most account numbers are 8 characters long, some can have up to 10 characters.

122 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 is up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

More information

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

If you need more space, you can use another piece of paper. On each piece:

- write your full name, address and National Insurance number on it
- sign and date it.

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 straight away by calling **0800 731 0297**, or by textphone on **0800 731 5312**. Or you can report changes to your circumstances at **www.gov.uk/carers-allowance-report-change**

If you give wrong or incomplete information, or you do not report changes in your circumstances straight away, 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.

Your signature

Date of signature

DD/MM/YYYY

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 the next page.
- 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 5312**. The textphone service does not receive messages from mobile phones.
- Check that you have given us your bank account details.

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

Checklist

Use the checklist on this page to make sure you send us all the documents we need. Send us original documents if you can, but we can accept photocopies. Original documents will be returned to you. 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.

How DWP 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.

If you have included another adult's personal information in your claim you should let them know.

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