



Pension Credit Application 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 99 1234** or textphone **0800 169 0133** and tell us which you need.

If you live in Wales and want this form in Welsh call **0800 99 1234**.

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

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

Applying for Pension Credit

The quickest way to apply for Pension Credit is by phone. A friend or family member can call for you. You must be with them when they call.

Pension Credit claim line

Telephone: **0800 99 1234**.

Textphone: **0800 169 0133**.

Relay UK (if you cannot hear or speak on the phone): **18001** then **0800 99 1234**. Lines are open Monday to Friday, 8am to 6pm except public holidays.

If you need help with this form

Before you fill in this form, **please read the booklet notes to help you**. After you have read the notes and if you still need help to fill in the form, you can ask a friend or phone the Department for Work and Pensions on the number above.

About your application

Please make sure you:

- answer all the questions on the form that apply to you and your partner, if you have one, and any child or young person you wish to claim for
- sign and date the form and send it back to us with all the documents we have asked for.

If we get your form back after this date, it may affect the date we can pay you from.

Do not forget to send us any documents we have asked for. We will return them to you as soon as we can. **This is usually within 5 working days of us getting them but sometimes can take longer.**

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

About your partner

15 Do you have a partner?

We use 'partner' to mean a person you are married to or a person you live with as if you are married to them, or a civil partner or a person you live with as if you are civil partners.

No **Go to question 26**

Yes

16 Does your partner live permanently in a care home?

No

Yes **Go to question 26**

17 Are you separated from your partner?

If you are separated only because someone is temporarily in a hospital or care home, tick **No**.

No

Yes **Go to question 26**

18 Does your partner agree to you making this application?

No

Yes

19 Your partner's title

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

20 Your partner's surname or family name

21 All your partner's other names in full

22 All other surnames or family names your partner has used or has been known by

23 Your partner's date of birth

DD/MM/YYYY

24 Your partner's NI number

25 Is your partner registered blind or severely sight impaired?

No

Yes

About any child/children and qualifying young people you want to claim for

26 Do you want to claim Pension Credit for any children or qualifying young people?

No **Go to question 102**

Yes

27 How many children do you want to claim for?

If you want to claim for more than 2 children or qualifying young people, please provide more details in the **Other information** section.

Child 1

28 First name

29 Surname or family name

30 Sex of child

Female

Male

31 Child's date of birth

DD/MM/YYYY

32 What date do you want to claim for the child from?

DD/MM/YYYY

33 What date did you become responsible for the child?

DD/MM/YYYY

34 Does the child live with you all the time?

No

Yes **Go to question 38**

35 How often do they live with you?

For example, 3 days a week.

36 Where else does the child live?

Postcode

37 Who do you share caring responsibilities with?

38 If you have only just taken over responsibility for the child, who was responsible for them before you?

39 Do you get Child Benefit for this child?

No

Yes **Go to question 42**

40 Who claims Child Benefit for this child?

41 What is the NI number of the person who claims Child Benefit?

42 Is the child aged between 16 and 19?

No **Go to question 45**

Yes

43 Is the child in full time education, non-advanced education or an approved training course?

No **Go to question 45**

Yes

44 When did the non-advanced education or approved training start?
DD/MM/YYYY

45 Is the child looked after by the local authority, not including respite care?
No
Yes

46 Is the child in prison or custody pending trial or sentence?
No
Yes

47 Is the child currently away from home, but in Great Britain?
No Go to question 50
Yes

48 How long in total are they expected to be absent for?

49 If more than 52 weeks, why is the child away from home?

50 Is the child currently outside Great Britain?
No Go to question 53
Yes

51 How long in total are they expected to be absent for?

52 If more than 4 weeks, why is the child absent from Great Britain?

53 Is the child entitled to Disability Living Allowance?
No Go to question 55
Yes

54 What rate of Disability Living Allowance is the child entitled to?
Care Component highest rate
Care Component middle rate
Care Component lowest rate
Mobility Component higher rate
Mobility Component lower rate

55 Is the child entitled to Child Disability Payment?
No Go to question 57
Yes

56 What rate of Child Disability Payment is the child entitled to?
Care Component highest rate
Care Component middle rate
Care Component lowest rate
Mobility Component higher rate
Mobility Component lower rate

57 Is the child entitled to Personal Independence Payment?

No **Go to question 61**

Yes

58 What rate of Personal Independence Payment is the child entitled to?

Daily living enhanced rate

Daily living standard rate

Mobility enhanced rate

Mobility standard rate

59 Is the child entitled to Adult Disability Payment?

No

Yes

60 What rate of Adult Disability Payment is the child entitled to?

Daily living enhanced rate

Daily living standard rate

Mobility enhanced rate

Mobility standard rate

61 Is the child certified as severely sight impaired or blind by a consultant ophthalmologist?

No

Yes

62 Have you claimed Tax Credits in the last 12 months?

No **Go to question 65**

Yes

63 Are you still claiming Tax Credits?

No

Yes **Go to question 65**

64 When did the Tax Credit claim come to an end?

DD/MM/YYYY

If you want to claim for a second child or qualifying young person, go to **question 65**. If not, go to **question 102**.

Child 2

65 First name

66 Surname or family name

67 Sex of child

Female

Male

68 Child's date of birth

DD/MM/YYYY

69 What date do you want to claim for the child from?

DD/MM/YYYY

70 What date did you become responsible for the child?

DD/MM/YYYY

71 Does the child live with you all the time?

No

Yes **Go to question 75**

72 How often do they live with you?
For example, 3 days a week.

73 Where else does the child live?

Postcode

74 Who do you share caring responsibilities with?

75 If you have only just taken over responsibility for the child, who was responsible for them before you?

76 Do you get Child Benefit for this child?
No
Yes Go to question 79

77 Who claims Child Benefit for this child?

78 What is the NI number of the person who claims Child Benefit?

79 Is the child aged between 16 and 19?
No Go to question 82
Yes

80 Is the child in full time education, non-advanced education or an approved training course?
No Go to question 82
Yes

81 When did the non-advanced education or approved training start?
DD/MM/YYYY

82 Is the child looked after by the local authority, not including respite care?
No
Yes

83 Is the child in prison or custody pending trial or sentence?
No
Yes

84 Is the child currently away from home, but in Great Britain?
No Go to question 87
Yes

85 How long in total are they expected to be absent for?

86 If more than 52 weeks, why is the child away from home?

87 Is the child currently outside Great Britain?

No Go to question 90

Yes

88 How long in total are they expected to be absent for?

89 If more than 4 weeks, why is the child absent from Great Britain?

90 Is the child entitled to Disability Living Allowance?

No Go to question 92

Yes

91 What rate of Disability Living Allowance is the child entitled to?

Care Component highest rate

Care Component middle rate

Care Component lowest rate

Mobility Component higher rate

Mobility Component lower rate

92 Is the child entitled to Child Disability Payment?

No Go to question 94

Yes

93 What rate of Child Disability Payment is the child entitled to?

Care Component highest rate

Care Component middle rate

Care Component lowest rate

Mobility Component higher rate

Mobility Component lower rate

94 Is the child entitled to Personal Independence Payment?

No Go to question 98

Yes

95 What rate of Personal Independence Payment is the child entitled to?

Daily living enhanced rate

Daily living standard rate

Mobility enhanced rate

Mobility standard rate

96 Is the child entitled to Adult Disability Payment?

No

Yes

97 What rate of Adult Disability Payment is the child entitled to?

Daily living enhanced rate

Daily living standard rate

Mobility enhanced rate

Mobility standard rate

98 Is the child certified as severely sight impaired or blind by a consultant ophthalmologist?

No

Yes

99 Have you claimed Tax Credits in the last 12 months?

No Go to question 102

Yes

100 Are you still claiming Tax Credits?

No

Yes Go to question 102

101 When did the Tax Credit claim come to an end?

DD/MM/YYYY

If you want to claim for more than 2 children or qualifying young people, please provide more details in **Other information** on **page 19**.

104 What is their name and relationship to you?

105 Are you or your partner responsible for paying the rent, Council Tax or both for the place where you live?

If they are paid through Housing Benefit or Council Tax reduction, still tick **Yes**.

No Go to question 107

Yes

106 What is the name of your council?

107 Have you claimed or are you about to claim Housing Benefit?

No

Yes

108 Have you applied or are you about to apply for a reduction in Council Tax?

No

Yes

109 Do you or your partner pay service charges for the place where you live?

For example, money for upkeep of the building (in Scotland, called 'factoring').

No

Yes Please send us proof

110 Do you rent your property or own it?

Rent it

Own it

About where you live

102 Do you live permanently in a care home?

No Go to question 103

Yes

Do you own the property you used to live in?

No Go to question 115

Yes Go to question 115

103 Does anyone live in your household apart from you and your partner?

No Go to question 105

Yes

111 Do you or your partner pay ground rent for the place where you live?

In Scotland, this is called 'ground annual'

No

Yes Please send us proof

112 When the lease on your home was granted, was it for more than 21 years?

No

Yes

113 Do you or your partner share the rent or mortgage for the place where you live with anyone else?

If you and your partner just share with each other, tick **No**.

No

Yes

114 Do you or your partner have a mortgage or home loan on your home?

No

Yes

117 Apart from the place where you live, do you or your partner own any other property or land in this country or abroad?

If it is on a mortgage or loan, tick **Yes**

No **Go to question 119**

Yes

118 Tell us about the property or land

If you need to tell us more, go to **Other information** on **page 19**.

About money you have, including savings and investments

115 Do you or your partner have any money, including savings and investments?

Please check the notes for what we mean by savings and investments.

No **Go to question 117**

Yes

116 What is the total amount?

If this amount is more than £10,000, please fill in and return the form **About Savings and Investments (PC1H)**.

£

About benefits - You

119 Have you claimed any benefits that you are waiting to hear about?

No **Go to question 121**

Yes

120 Which benefits are you waiting to hear about?

121 Does anyone get Carer's Allowance, Carer Support Payment or an extra amount of Universal Credit for looking after you?

Tick **Yes** if they have claimed it and are waiting to hear about it. Also tick **Yes** if they could not be paid it because they receive another benefit.

No **Go to question 124**

Yes

122 Your carer's full name

123 Your carer's NI number

124 Do you spend 35 hours a week or more looking after someone who is getting or waiting to hear about: Attendance Allowance, Constant Attendance Allowance, Disability Living Allowance, Child Disability Payment, Personal Independence Payment or Adult Disability Payment?

No

Yes

Not known

127 Does anyone get Carer's Allowance, Carer Support Payment or an extra amount of Universal Credit for looking after your partner?

Tick **Yes** if they have claimed it and are waiting to hear about it. Also tick **Yes** if they could not be paid it because they receive another benefit.

No **Go to question 130**

Yes

128 Full name of your partner's carer

129 NI number of your partner's carer

130 Does your partner spend 35 hours a week or more looking after someone who is getting or waiting to hear about: Attendance Allowance, Constant Attendance Allowance, Disability Living Allowance, Child Disability Payment, Personal Independence Payment or Adult Disability Payment?

No

Yes

Not known

About benefits - Your partner

125 Has your partner claimed any benefits that you are waiting to hear about?

No **Go to question 127**

Yes

126 Which benefits is your partner waiting to hear about?

About pensions

131 Have you or your partner paid into a private pension scheme from which you expect to get money in the next 12 months?

No

Yes

132 Do you or your partner get a private pension, money from a place where you used to work or any other pension?

If you expect to get a pension in the next 12 months, please tick **Yes**. Do not count any State Pension paid by the Department for Work and Pensions. If you tick **Yes** and need to tell us about more than 2 pensions, please use the space at **Other information** on **page 19**.

No **Go to question 151**

Yes

Pension 1

133 Who pays the pension?

134 What type of pension is it?

135 How much is paid?

£

136 How often is it paid?

137 When is the pension normally received?

For example, the last day of the month.

138 When did you receive your latest payment?

DD/MM/YYYY

139 Does the pension increase each year?

No

Yes

140 Who gets the pension?

You

Your partner

141 If you or your partner expect to get a pension in the next 12 months, when do you expect to get the first payment?

DD/MM/YYYY

Pension 2

142 Who pays the pension?

143 What type of pension is it?

144 How much is paid?

£

145 How often is it paid?

146 When is the pension normally received?
For example, the last day of the month.

147 When did you receive your latest payment?
DD/MM/YYYY

148 Does the pension increase each year?
No
Yes

149 Who gets the pension?
You
Your partner

150 If you or your partner expect to get a pension in the next 12 months, when do you expect to get the first payment?
DD/MM/YYYY

Please send us your latest pension payslip or anything else that shows what you will get. Do not send form P60. We will return all documents you send - this can take 5 working days but sometimes may take longer.

About work

151 Have you left self-employed work in the last 3 months?
No **Go to question 153**
Yes

152 Date you left work
DD/MM/YYYY

153 Are you doing any paid work now?
No **Go to question 155**
Yes

154 Is this self-employed work?
No
Yes
If you have a partner, go to **question 155**.
If not, go to **question 159**.

155 Has your partner left self-employed work in the last 3 months?
No **Go to question 157**
Yes

156 Date your partner left work
DD/MM/YYYY

157 Is your partner doing any paid work now?
No **Go to question 159**
Yes

158 Is this self-employed work?
No
Yes

About other money coming in

159 Do you or your partner have any other money coming in?

You do not need to tell us about benefits paid by the Department for Work and Pensions.

No **Go to question 182**

Yes

Money details 1

160 What is this money?

161 How much is paid?

£

162 How often is it paid?

163 Who is paid the money?

You

Your partner

Money details 2

164 What is this money?

165 How much is paid?

£

166 How often is it paid?

167 Who is paid the money?

You

Your partner

Money details 3

168 What is this money?

169 How much is paid?

£

170 How often is it paid?

171 Who is paid the money?

You

Your partner

Money details 4

172 What is this money?

173 How much is paid?

£

174 How often is it paid?

175 Who is paid the money?

You

Your partner

Please send us proof of the money coming in. If we do not receive proof, it may affect the date we can pay you from. Any documents you send must be originals, not photocopies. We will return all documents you send - this can take 5 working days but sometimes may take longer.

176 Do you or your partner expect to start getting any money in the next 12 months?

If you expect to get a lump sum payment, please tell us about this in **Other information** on **page 19**. By lump-sum, we mean something like money coming in from the sale of a house you used to live in, or a one-off payment you will get instead of a private pension.

No **Go to question 182**

Yes

177 Who will pay this money?

178 How much will be paid?

£

179 How often will it be paid?

180 Who will be paid the money?

You

Your partner

181 When do you or your partner expect to start getting this money?

DD/MM/YYYY

Other things we need to know

182 Are you in hospital as an inpatient?

No **Go to question 185**

Yes

183 What date did you go into hospital?

DD/MM/YYYY

184 Name of the hospital

185 Are you staying temporarily in a care home?

No

Yes

186 Do you have the right to reside in the UK?

For example, you have the right to reside in the UK if you are a British citizen.

No

Yes

187 At any time, have you come to live or returned to live in the UK from abroad?

No **Go to question 206**

Yes

188 What is your nationality?

189 Which country have you come from?

190 What date did you last come to the UK?

DD/MM/YYYY

191 Was this to work in the UK?

No

Yes

192 Has the Home Office put a limit on how long you can stay in the UK?

No

Yes

193 Does your passport or biometric residence permit say no recourse to public funds?

The passport will have a stamp in it or you will have a Home Office letter.

No

Yes

194 If you have lived in the UK before, when did you last leave the UK?

DD/MM/YYYY

195 Have you come to the UK under the Family Reunion Scheme?

No

Yes

196 Have you come to the UK under a sponsorship undertaking?

This is a form that a relative must sign to say they will pay for your living expenses if you settle in the UK.

No **Go to question 201**

Yes

197 Name of the sponsor

198 Address of the sponsor

Postcode

199 Home Office reference number

200 What date did the sponsor sign the sponsorship undertaking?

DD/MM/YYYY

201 Are you an asylum seeker?

No

Yes

202 Did you first apply for asylum before 3 April 2000?

No

Yes

203 Have you recently had a successful decision on your asylum application?

No

Yes

204 What was the date when you got the successful decision of your asylum application?

DD/MM/YYYY

205 Have you been supported by the Home Office while waiting for a decision on your asylum application?

No

Yes

206 Is your partner in hospital as an inpatient?

If you do not have a partner, go to **question 230**

No **Go to question 209**

Yes

207 What date did your partner go into hospital?

DD/MM/YYYY

208 Name of the hospital

209 Is your partner staying temporarily in a care home?

No

Yes

210 Does your partner have the right to reside in the UK?

For example, you have the right to reside in the UK if you are a British citizen.

No

Yes

211 At any time, has your partner come to live or returned to live in the UK from abroad?

No **Go to question 230**

Yes

212 What is your partner's nationality?

213 Which country has your partner come from?

214 What date did your partner last come to the UK?

DD/MM/YYYY

215 Was this to work in the UK?

No

Yes

216 Has the Home Office put a limit on how long your partner can stay in the UK?

No

Yes

217 Does your partner's passport or biometric residence permit say no recourse to public funds?

The passport will have a stamp in it or you will have a letter from the Home Office.

No

Yes

218 If your partner has lived in the UK before, when did they last leave the UK?

DD/MM/YYYY

219 Has your partner come to the UK under the Family Reunion Scheme?

No

Yes

220 Has your partner come to the UK under a sponsorship undertaking?

This is a form that a relative must sign to say they will pay for your living expenses if you settle in the UK.

No **Go to question 225**

Yes

221 Name of the sponsor

222 Address of the sponsor

Postcode

223 Home Office reference number

224 What date did the sponsor sign the sponsorship undertaking?

DD/MM/YYYY

225 Is your partner an asylum seeker?

No

Yes

226 Did your partner first apply for asylum before 3 April 2000?

No

Yes

227 Has your partner recently had a successful decision on their asylum application?

No

Yes

228 What was the date when your partner got the successful decision of their asylum application?

DD/MM/YYYY

229 Has your partner been supported by the Home Office while waiting for a decision on their asylum application?

No

Yes

When you want to apply from

230 When do you want to apply from?

We will consider your application from the date you choose.

The qualifying age

Go to Other Information

Another date

231 What date do you want to apply from?

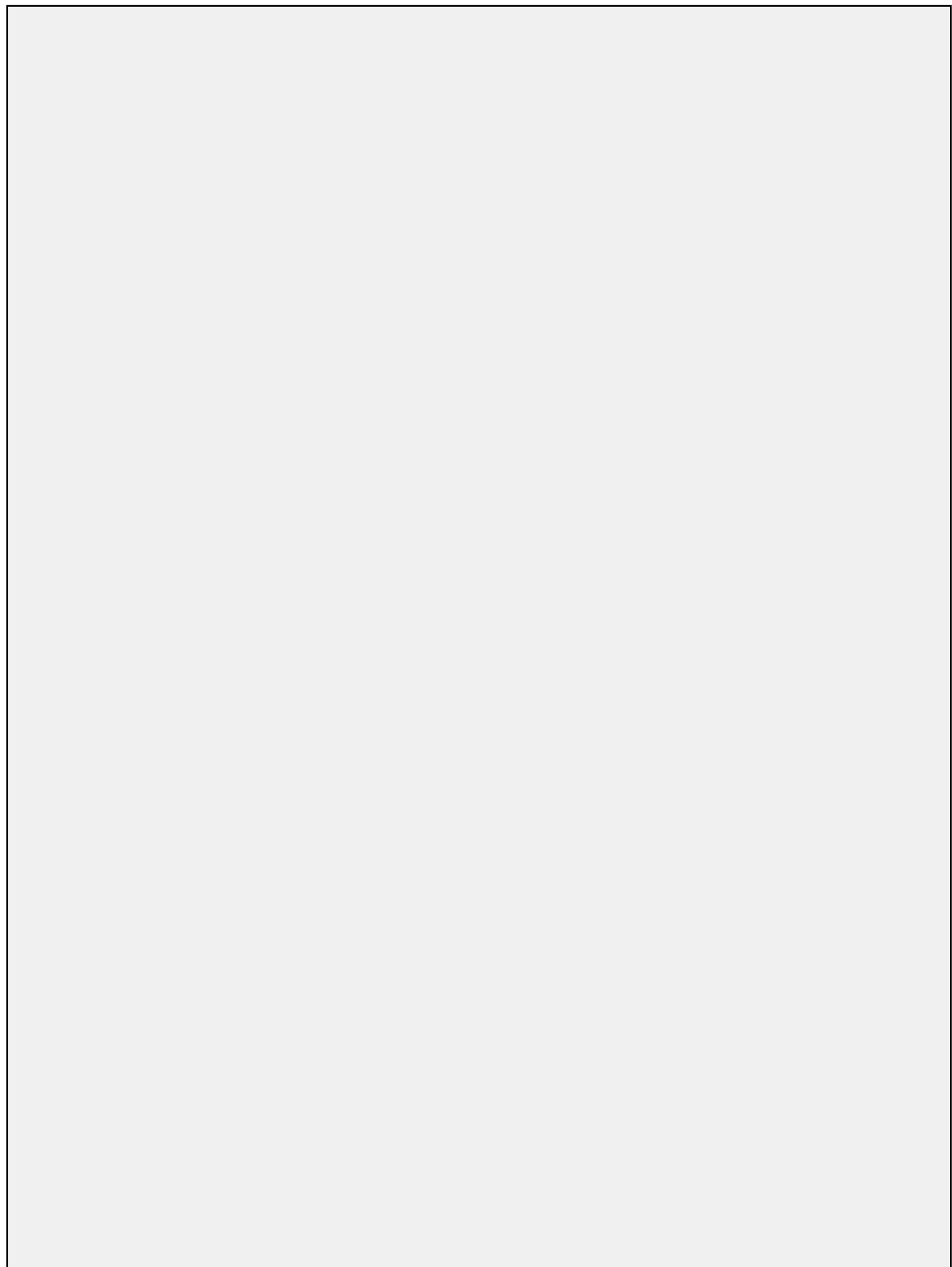
DD/MM/YYYY

If this date is in the past, please tell us about how your circumstances have changed since then.

232 Please tell us why you think you qualify from this date

Other information

233 Please use this space to tell us anything else you think we might need to know.

Other information (continued)

How we pay you

We normally pay Pension Credit into an account

Please tell us your account details below. By doing this, you agree to be paid by direct payment. It is very important you fill in all the boxes correctly. If you are going to open an account, please complete the rest of the form and tell us your account details as soon as you get them.

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

234 How often do you want to be paid?

4-weekly

Fortnightly

Weekly

About the account you want to use

235 Name of the account holder

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

236 Full name of bank or building society

237 Sort code

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

— —

238 Account number

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

239 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.

Your declaration

I agree that the information I have given is complete and correct

While I am receiving Pension Credit I will report changes to my circumstances straight away by calling the Department for Work and Pensions.

If I give wrong or incomplete information, or I do not report changes straight away, I may:

- be prosecuted
- need to pay a financial penalty
- have my Pension credit reduced or stopped
- be paid too much Pension Credit and have to pay the money back.

Please sign the form here

Your signature

Please make sure you have read and understand the declaration.

Date

DD/MM/YYYY

For people filling in this form for someone else

240 Have you signed this form for someone else?

No [Go to What to do now](#)

Yes

Tell us about yourself below

241 Your contact address

Postcode

242 Your phone number

243 Your National Insurance number

What to do now

Please make sure you have signed and dated the declaration

Please check:

- that you are sending us all the original documents we have requested – for example, pension payslips
- that you have answered all the questions on this form that apply to you and your partner, if you have one, and
- that you have filled in form **MI12**, if we included one with this application form.

Please tick which original documents you are sending to us

We will return all the documents to you. We will do our best to return them to you within 5 working days of receiving them

Proof of service charges

Proof of ground rent or ground annual

Proof of a private or works pension or any other pension - except a State Pension paid by the Department for Work and Pensions

Proof of money coming in

Then send your forms and documents to us

Print out your completed form and sign and date it. Use the envelope that came with this form, if provided, which does not need a stamp. The form should then be sent to:

The Pension Service 8
Post Handling Site B
Wolverhampton
WV99 1AN

Please tell us about any changes to your personal circumstances

You must tell the Department for Work and Pensions straight away by using the number on **page 1** of this form if there is a change in your circumstances or those of your partner (if you have one).

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

- not receive the full amount of Pension Credit you are entitled to
- be paid too much and have to pay the money back
- have your Pension Credit reduced or stopped
- need to pay a financial penalty.

How DWP collects and uses information

When we collect information about you we may use it for any of our purposes.

These include:

- 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

Please return the form to this address

Put the form in the envelope that came with the form and make sure the address shows through the envelope window. The envelope does not need a stamp.

The Pension Service 8 Post Handling Site B Wolverhampton WV99 1AN
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For office use only

I have read back to the customer the entries I made on this form, based on the information they gave me. The customer agreed these were correct

Interviewing officer's signature

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Customer's signature

--

Date of signature

DD/MM/YYYY

/ /

Date of issue

DD/MM/YYYY

/ /

Initial date of contact

DD/MM/YYYY

/ /

Date of application

DD/MM/YYYY

/ /

Date of entitlement

DD/MM/YYYY

/ /
