



How to complete this form

Read NI38, 'Guidance on social security abroad' before you complete this form. Go to www.gov.uk and search for 'NI38'. Use capital letters, enter dates in the format DD MM YYYY, tick the right boxes and use black ballpoint pen. Read, then sign and date the declaration at Part 7 before you send the completed form to us, or we'll have to return it to you.

1 About you

1 Full name (including your title, Mr, Mrs, Miss, Ms)

Text input field for full name

2 National Insurance number

Grid of boxes for National Insurance number

3 Date of birth DD MM YYYY

Grid of boxes for date of birth

4 Your UK address, if applicable

Text input fields for UK address and postcode

5 Have you lived in the UK for 3 years in a row at any time before living or working abroad?

Yes/No checkboxes for question 5

6 Have you paid 3 full years of National Insurance contributions before living or working abroad?

Yes/No checkboxes for question 6

2 About your periods abroad

7 What date did or will you leave the UK? DD MM YYYY

Grid of boxes for date of leaving UK

8 Names of the country, or countries, you are or were in during your periods abroad and the dates of residence in each country

Text input field for names of countries and dates of residence

9 Are you currently living outside the UK?

Yes/No checkboxes with instructions for question 10 or 13

10 Your address abroad

Text input fields for address abroad and country

11 While you're abroad, which address would you prefer us to use to contact you?

UK/Abroad checkboxes for question 11

12 Will you be living or working abroad for the full current tax year?

Yes/No checkboxes for question 12

13 Were you ordinarily resident in the UK before you left to live or work abroad?

Yes/No checkboxes for question 13

2 About your periods abroad continued

14 Are you applying to pay voluntary contributions for:

a) ongoing periods (for future years)

Or requesting information about:

b) gaps in your National Insurance record,
for example shortfalls for previous years

HMRC will write to you to confirm which gaps you are eligible to pay and at what rate

c) both ongoing periods and gaps for previous years

HMRC will write to you to confirm which gaps you are eligible to pay and at what rate

3 Employment

15 What was your employment status before you left the UK?

a) employed Go to question 16

b) self-employed Go to question 18

c) neither employed nor self-employed Go to question 19

16 Name and address of your last employer before you left the UK

Name
Address
Postcode

17 Have you stopped working for your last UK employer?

Yes No

If yes, enter the date your employment ended

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18 Has your UK self-employment ended?

Yes No

If yes, enter the date your UK self-employment ended

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19 Were you receiving Jobseeker's Allowance (JSA) immediately before you left the UK?

Yes No

If yes, enter the date you last received JSA

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20 Were you receiving Child Benefit before you left the UK?

Yes No

Only select yes if you were the person who claimed Child Benefit

If yes, enter the date you last received Child Benefit

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4 Self-employment or employment abroad

21 Are you working, or have you previously worked, abroad as an employee?

Yes Go to question 22

No Go to question 29

22 What is the name and address (including country) of your employer abroad?

Name
Address
Country

23 When did you start this employment? DD MM YYYY

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24 If this employment has ceased please supply the end date? DD MM YYYY

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25 Is this employer an overseas government or international organisation?

For example, NATO, the United Nations (UN), or CERN

Yes No

4 Self-employment or employment abroad continued

26 Did you also work for this employer immediately before you left the UK?

Yes

No Go to question 28

If yes, enter this employer's UK address

Postcode

27 Does this employer hold your contract of service?

Yes No

28 Have you had any other employments abroad?

Yes No

29 Are you or were you self-employed abroad?

Yes No

If yes, enter the start and end date (if applicable) of your self-employment abroad

Start date DD MM YYYY

<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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End date DD MM YYYY

<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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5 Volunteer development workers

30 What is your salary or wage?

We need to know about your earnings for National Insurance contribution purposes. Include all cash allowances paid by your employer, but do not include benefits in kind or any cash allowances not paid by your employer

£	<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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31 Are you paid weekly or monthly?

Weekly Monthly

6 Application to pay voluntary contributions

We will use the information that you've supplied in this application form to determine the class of voluntary National Insurance if you're eligible to pay. We will write to you to let you know. The guidance on voluntary National Insurance explains:

- who is eligible to pay class 2 or class 3 contributions
- which benefits and pensions each class counts towards
- rates for each class

Go to www.gov.uk/voluntary-national-insurance-contributions

32 I wish to pay by

Direct Debit Fill in the Direct Debit form on page 4, inserting your National Insurance number under 'Reference'

- you cannot pay by Direct Debit for gaps in your National Insurance record for previous tax years

Six monthly Direct Debit Not available for Class 3 National Insurance contributions

Annual payment

Agent

33 If you've chosen to use an agent, give their full name and address

Name
Address
Postcode

34 If you've chosen to pay by Direct Debit, how do you wish to pay for any gaps in the current tax year?

Direct Debit Sterling cheque

7 Declaration

I declare that the information I have given applies to me and is true to the best of my knowledge and belief.

Signature

Daytime phone number

Full name in capital letters

Date DD MM YYYY

What to do now

Return the completed form to:
PT Operations North East England
HM Revenue and Customs
BX9 1AN
United Kingdom

If you're a volunteer development worker send the completed form to your recruiting organisation, see NI38.

Do not detach



HM Revenue
& Customs

Instruction to your bank or building society to pay by Direct Debit



Fill in the form and send to: PT Operations North East England, HM Revenue and Customs, BX9 1AN, United Kingdom.

Name(s) of account holder(s)

Service user number

Bank/building society account number

Reference

Branch sort code

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Instruction to your bank or building society.

Please pay HM Revenue and Customs Direct Debits from the account detailed in this instruction, subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with HM Revenue and Customs and, if so, details will be passed electronically to my bank or building society.

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

Signature

Date

Banks and building societies may not accept Direct Debit instructions for some types of account.