



We have many ways we can communicate with you

If you would like braille, British Sign Language, email, a hearing loop, translations, large print, audio or something else please call us on **0800 169 0310** or textphone **0800 169 0314** and tell us which you need.

Calls to 0800 numbers are free from landlines and mobiles.

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

What is permitted work?

Permitted work can help you learn new skills, build your confidence and start thinking about types of work you could do.

If you have a disability, illness or health condition you may be able to do some work and keep your payments and National Insurance credits for Employment and Support Allowance (ESA).

Permitted work means you can:

- work for less than 16 hours each week
- earn no more than £183.50 **each week**, after tax and National Insurance has been taken off
- get your normal amount of benefit
- build up your skills and experience
- be supported while you work - we call this **supported permitted work**.

There is no limit on the number of weeks you can do permitted or supported permitted work for.

Supported permitted work

Supported permitted work is for people with a disability, illness or health condition who cannot work for more than a few hours each week. The work is supervised by a professional support worker. A professional support worker is someone who works for a public or voluntary organisation.

There is no limit on how many hours you can do supported permitted work for. You must earn no more than £183.50 each week after tax and National Insurance has been taken off.

What you must do if you want to work

Read this form carefully and make sure you fill in:

- **Pages 3 and 4** – you must answer all the questions in full
- **Page 5** – if you think the work you want to do is supported permitted work, your professional support worker must fill in this part for you
- **The declaration** – you must sign and date this **before** you send it to Jobcentre Plus.

Before you start work, you must fill in and send back this form. If you have already started work you must send your first wage slip with this form. Write in black ink and use CAPITAL LETTERS. If you want to, you can download it and fill it in. Go to www.gov.uk and search for PW1.

Send the form back in the freepost envelope we have sent you, or post it to the address at the top of any ESA letters we have sent you. Please do not take this form into your Jobcentre Plus office.

It is okay to get someone to help you fill in this form, such as a friend or relative. Or call us on **0800 169 0310** and we will help you with it.

How your earnings may affect your benefit

If you do permitted work and earn more than £183.50 each week, or work for 16 or more hours each week, it will affect your benefit.

Expenses will not normally affect your benefit if you get them as part of your job. By expenses we mean money paid to you by your employer that is not part of your wage. Some expenses such as travel to and from work will be regarded as earnings. To find out more about expenses, ask the office dealing with your benefit.

How your earnings may change the amount of tax you pay

If you start permitted work, you may have to pay tax on your extra income. We will tell His Majesty's Revenue and Customs (HMRC) when your permitted work has been agreed. HMRC will work out if you need to pay tax.

How can permitted work change your other benefits?

If you get another benefit because you are not working (for example Income Support, Housing Benefit or Council Tax Reduction), then your benefit may be reduced or stopped if you do any work. Please talk to your Jobcentre Plus work coach before you start any work.

If you get Housing Benefit or Council Tax Reduction and you are thinking of starting permitted work, you must talk to your local authority straight away, as the amount you get may change. To contact your local authority go to www.gov.uk/find-local-council

Attending Work Capability Assessments and work coach appointments

Your benefit may be stopped or reduced if you do not go to a Work Capability Assessment or work coach appointment when we ask you to, without good reason.



About you

01 Title

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

02 Surname or family name

03 All other names in full

04 Address

Postcode

05 Date of birth

DD/MM/YYYY

06 A phone number we can contact you on

07 Email address

If you have one.

08 National Insurance number

About the work you are starting or have started

09 Is your work self-employed?

No

Yes

10 Employer or company name

11 Employer or company address

Postcode

12 Job title

13 Tell us what you do at work

14 On what date did you start work or will you start work?

If this date changes please tell us.
DD/MM/YYYY

15 How much will you earn after tax?

This is the amount after income tax and National Insurance (NI) contributions are taken off.

£

Each week

Each month

16 Do you get any of the following? If so, tell us about them:

- earnings or fees as a director
- maternity pay
- holiday pay
- bonus payments
- regular tips
- Statutory Adoption Pay (SAP)
- Statutory Maternity Pay (SMP)
- Statutory Paternity Pay (SPP)
- Statutory Sick Pay (SSP).

17 How many hours will you work each week?

18 If your hours will be different each week, please tell us as much as you can about your working pattern

19 When will you get your first payment?

DD/MM/YYYY

20 Will you get any expenses?

By expenses we mean any money that is paid to you by your employer that is not part of your wage.

No **Go to question 21**

Yes

What are these for?

How much will you get, and how often?

£

Each week

Each month

21 Are you sending your first payslip, bank statements or accounts with this form?

No

Yes

Supported permitted work

Your professional support worker must complete this section. A professional support worker is someone who works for a public body or voluntary organisation and organises work for people with disabilities, illnesses or health conditions.

The support worker must provide ongoing and regular support and supervision over the work you are telling us about.

22 Title

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

23 Surname or family name

24 All other names in full

25 Official address

Postcode

26 Organisation's stamp

27 Their phone number

Supported worker's declaration:

By completing this section **I am agreeing** that this work will be supported and supervised by my organisation on an ongoing and regular basis.

28 Support worker's signature

29 Date

DD/MM/YYYY

Declaration

You may find it helpful to make a photocopy of your reply for future reference.

I declare I have read and understood the notes at the front of this form, the information I have given on this form is correct and complete.

I understand I must report all changes in my circumstances promptly and by failing to do so I may be liable to prosecution or face a financial penalty. I will phone **0800 169 0310**, or write to the office that pays my benefit, to report any change in my circumstances.

If I give false or incorrect information, or fail to report changes in my circumstances promptly, I understand that my benefit may be stopped or reduced and any overpayment may be recovered. In addition, I may be prosecuted or face a financial penalty.

I also understand that the Department may use the information which it has or may get in the future to decide whether I am entitled to:

- the benefit I am claiming
- any other benefit I may claim
- any other benefit I may claim in the future.

You must sign this form yourself if you can, even if someone else has filled it in for you.

<p>Signature</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>Date DD/MM/YYYY</p>

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

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