



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 169 0283** or textphone **0800 169 0286** and tell us which you need.

If you live in Wales and want this form in Welsh call **0800 169 0296**.

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

About filling in this form

Before you fill in this form, read the notes that come with it. The notes have important information and help explain some of the questions we ask you and why we are asking them.

Answer all the questions as fully as possible, and send us all the documents we have asked for. This will help us decide quickly if you can get Maternity Allowance. If you have difficulty filling in this form, ask for help. You can ask a relative, friend or someone at an advice centre to help you, **but you must sign the form yourself**.

Important information

The earliest you can claim is the start of the 14th week before the week the baby is due. This is the date you worked out by using the online Test Period calculator, or taken from **column 5** of the Test Period table.

Do not sign and date the claim form earlier than the 14th week before the week the baby is due. If you do, it will delay your claim, or you could lose money.

If you claim later than 3 months after you want your Maternity Allowance to start, you may not get the full amount of Maternity Allowance. If you claim 3 months after the date your Maternity Allowance Period is due to start, you will lose money. See 'When you should claim' on **page 4** and 'About the Maternity Allowance Period or 14-week period' on **page 6** of the notes.

Even if you are still working or doing unpaid work for your self-employed partner, claim as soon as you can, but it must be after the start of the 14th week. We use partner to mean a person who is your husband, wife or civil partner. We will contact you later to get the date you stopped working.

You must tell us about any changes of circumstance. See 'About reporting changes of circumstances' on **page 14** of the notes.

About you

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

<p>01 Title Mrs, Miss, Ms, Dr or other</p>	<p>05 National Insurance (NI) number</p> <p>If you do not know your NI number, have you ever had one or used one at any time?</p> <p>No Yes</p>
<p>02 First name</p>	<p>06 A phone number we can contact you on</p>
<p>03 Middle names, if you have any</p>	
<p>04 Last name</p>	

More information about you

<p>07 All other surnames or family names you have used or have been known by If you need to tell us about more names, use the space at question 129.</p>	<p>10 Have you lived at any other addresses in the last 3 years?</p> <p>No Go to question 11 Yes Tell us the address where you previously lived</p> <p>Postcode</p> <p>If you need to tell us about any other addresses you have lived at in the last 3 years, use the space at question 129.</p>
<p>08 Date of birth DD/MM/YYYY</p>	<p>11 Your email address, if you have one</p>
<p>09 Your address Where you normally live</p> <p>Postcode</p>	

About the baby

12 What is the baby's due date?

DD/MM/YYYY

13 If the baby has already been born, tell us the date of birth

DD/MM/YYYY

If the baby was stillborn, please see **page 4** of the notes.



You must send us proof of the baby's due date. This could be:

- your MAT B1 certificate if Part A has been filled in by a doctor or midwife
- a letter from your doctor or midwife on headed paper.

If the baby has already been born, you also need to provide proof of that. This could be:

- your MAT B1 certificate if Part B has been filled in by a doctor or midwife
- a birth certificate
- a letter from your doctor or midwife on headed paper - this can be the same letter as the one providing the due date.

About your Test Period

Use the Test Period calculator or the Test Period table that comes with this form to work out the dates we need. Go to <https://secure.dwp.gov.uk/check-your-maternity-allowance-dates/date-baby-due/>

See **page 6** of the notes.

14 What is the week that includes the date you expect to have the baby?

Use the calculator or if using the Test Period table, look across the table to column 1 to find these dates.

DD/MM/YYYY

to

15 What is the first day of your Test Period?

Use the calculator or if using the Test Period table, look across the table to column 2 to find this date.

DD/MM/YYYY

16 What is the last day of your Test Period?

Use the calculator or if using the Test Period table, look across the table to column 3 to find this date.

DD/MM/YYYY

About your work

Before you fill in the next questions, you need to work out your Test Period dates. You can do this using the online Test Period calculator. Go to <https://secure.dwp.gov.uk/check-your-maternity-allowance-dates/date-baby-due> or go to GOV.UK and search 'maternity allowance test tables', or you can use the Test Period table that comes with this form. See **page 6** of the notes.

17 What date does the 15th week before the week the baby is due start on?

Use the Test Period calculator or if using the Test Period table go to the week in column 1 that includes the date you expect to have the baby, then read across to column 4 to find this date.
DD/MM/YYYY

18 Did you work for an employer during this 15th week?

See **pages 6 to 9** of the notes.

No **Go to question 21**

Yes

19 Are you getting or going to get Statutory Maternity Pay (SMP)?

No Tell us why not

If you cannot get SMP, each of your employers must give you an **SMP1** form to send to us.

Yes You cannot claim Maternity Allowance. See **page 5** of the notes. You do not need to fill in this form. If you do, your Maternity Allowance claim will be disallowed.

20 Have you given your employer a MAT B1 or other acceptable medical evidence of pregnancy?

No Tell us why not

Yes

What date did you do this?

DD/MM/YYYY



You must send your employer a copy of the MAT B1 or other medical evidence of the baby's due date no later than 21 days from when you start your maternity leave. If you do not, there will be a delay with your Maternity Allowance claim.

21 Are you a company director?

No

Yes Send us an SMP1 form



You must send us an SMP1 from your employer if you were employed or a company director up to and including the 15th week before the week the baby is due. If you are no longer employed by them, still send us an SMP1 from your employer. If you do not, your claim will be delayed.

About employment and earnings in your Test Period

Tell us about ALL your employment in your Test Period

If you do not tell us about ALL your employment your claim will be delayed.

Use the space at **question 129** to give us any other information. For example if you:

- have been both self-employed and employed
- had more than 2 employers, or
- still have a contract with your employer during the Test Period.

See **page 6** of the notes.

22 During your Test Period, are you or have you been employed?

If you work for an agency,
go to question 51

No **Go to question 51**

Yes

Employer 1

Do not tell us about any employment whilst abroad. We ask you about this at **questions 92 to 120**.

23 Employer's name

24 Employer's address

Postcode

25 Employer's phone number

26 What date did your employment start?

DD/MM/YYYY

27 What date did your employment end?

If you still have a contract with your employer, do not fill this date in.

DD/MM/YYYY

28 Your payroll, employee, clock or work staff number

29 Tell us how often you get paid

For example, weekly, fortnightly, every 4 weeks or monthly



You must send us payslips of your highest-earning 13 weeks during your Test Period (the dates that you gave us at questions 15 and 16). This may increase how much Maternity Allowance you get.

We will look at your earnings to decide how much Maternity Allowance you can get. See **page 8** of the notes for more information.

30 Did you work for any other employer during your Test Period?

No **Go to question 45**

Yes

Employer 2

31 Employer's name

32 Employer's address

Postcode

33 Employer's phone number

34 What date did your employment start?

DD/MM/YYYY

35 What date did your employment end?

If you still have a contract with your employer, do not fill this date in.

DD/MM/YYYY

36 Your payroll, employee, clock or work staff number

37 Tell us how often you get paid

For example, weekly, fortnightly, every 4 weeks or monthly

Employer 3

38 Employer's name

39 Employer's address

Postcode

40 Employer's phone number

41 What date did your employment start?

DD/MM/YYYY

42 What date did your employment end?

If you still have a contract with your employer, do not fill this date in.

DD/MM/YYYY

43 Your payroll, employee, clock or work staff number

44 Tell us how often you get paid

For example, weekly, fortnightly, every 4 weeks or monthly

If you need to tell us about any other employers, use the space at **question 129**.

45 Have you stopped work to have the baby?

Answer **No** if you are currently on annual leave before taking maternity leave.

No What is your planned last day of work? You will need to confirm this after you have stopped work.
DD/MM/YYYY

Yes What date did you last work?
DD/MM/YYYY

46 Are you currently on annual leave?

No

Yes

When will your annual leave end?
DD/MM/YYYY

47 Did you get any sick pay after you last worked?

No **Go to question 48**

Yes What dates did you get sick pay?
DD/MM/YYYY

From

To

Was your sickness pregnancy-related?

No What was your sickness reason?

Yes

48 Are you currently on sick leave?

No

Yes

What date did your sick leave start?
DD/MM/YYYY

49 Have you started your maternity leave yet?

No

Yes

What date did your maternity leave start?
DD/MM/YYYY

50 What date do you want your Maternity Allowance payments to start?

See **page 5** of the notes.
DD/MM/YYYY

We may not be able to pay you from the date you have chosen to start your Maternity Allowance. If this happens, we will write to you to explain why.



You must tell us about any changes in your circumstances straight away, even if you have not had a decision on your claim. It may change how much Maternity Allowance you get. See page 14 of the notes.

Agency workers

See **page 9** of the notes.

51 **Have you worked for an agency within your Test Period?**
You can find your Test Period dates at **questions 15 and 16.**
No **Go to question 68**
Yes

Agency 1

52 **Agency's name, in full**

53 **Agency's address, in full**

Postcode

54 **Agency's phone number**

55 **What date did you register with the agency?**
DD/MM/YYYY

56 **Do you still have a contract with the agency?**
For example, a contract of employment or a contract to provide services for the agency.
No **When did your contract end?**
DD/MM/YYYY

Yes **When did your contract start?**
DD/MM/YYYY

57 **Did you register with any other agencies during your Test Period?**
No **Go to question 63**
Yes **Tell us about the second agency. If you need to tell us about any more agencies, use the space at **question 129.****

Agency 2

58 **Agency's name, in full**

59 **Agency's address, in full**

Postcode

60 **Agency's phone number**

61 **What date did you register with the agency?**
DD/MM/YYYY

62 Do you still have a contract with the agency?

For example, a contract of employment or a contract to provide services for the agency.

No When did your contract end?
DD/MM/YYYY

Yes When did your contract start?
DD/MM/YYYY

63 What date did you last work for the agency?

DD/MM/YYYY

64 Did you get any sick pay after you last worked?

No **Go to question 65**

Yes What dates did you get sick pay?
DD/MM/YYYY

From

To

Was your sickness pregnancy-related?

No What was your sickness reason?

Yes

65 Have you stopped work to have the baby?

No What is your planned last day of work?
You will need to confirm this after you have stopped work.
DD/MM/YYYY

Yes What date did you last work?
DD/MM/YYYY

66 Are you currently on annual leave?

No

Yes

When will your annual leave end?
DD/MM/YYYY

67 What date do you want your Maternity Allowance payments to start?

See **page 5** of the notes.
DD/MM/YYYY

We may not be able to pay you from the date you have chosen to start your Maternity Allowance. If this happens, we will write to you to explain why.



You must tell us about any changes in your circumstances straight away, even if you have not had a decision on your claim. It may change how much Maternity Allowance you get. See page 14 of the notes.

About self-employment during your Test Period

For more information about self-employment and registration with HM Revenue & Customs (HMRC), see **page 10** of the notes.

68 Are you or were you self-employed during your Test Period?

You can find your Test Period dates at **questions 15 and 16**.

No **Go to question 73**

Yes

69 What date did you register as self-employed with HMRC?

DD/MM/YYYY

70 Are you still self-employed?

No What was your last date of self-employment?
DD/MM/YYYY

Yes

If you are self-employed, you may be able to increase your Maternity Allowance by paying 'voluntary National Insurance contributions'. If this applies, we will ask HMRC to contact you about this so you can get a higher amount of Maternity Allowance.

See **page 10** of the notes.

71 Have you stopped work to have the baby?

No What is your planned last day of work? You will need to confirm this after you have stopped work.
DD/MM/YYYY

Yes What date did you last work?
DD/MM/YYYY

72 What date do you want your Maternity Allowance payments to start?

See **page 5** of the notes.

DD/MM/YYYY

We may not be able to pay you from the date you have chosen to start your Maternity Allowance. If this happens, we will write to you to explain why.



You must tell us about any changes in your circumstances straight away, even if you have not had a decision on your claim. It may change how much Maternity Allowance you get. See page 14 of the notes.

About unpaid work during your Test Period for your self-employed partner's business

We use partner to mean a person who is your husband, wife or civil partner. For more information about doing any unpaid work for your self-employed partner's business see **page 11** of the notes.

73 Are you or were you doing any unpaid work for your self-employed partner's business in your Test Period?

You can find your Test Period dates at **questions 15 and 16**.

No **Go to question 96**

Yes

74 On what date did you start doing any unpaid work for your self-employed partner's business?

DD/MM/YYYY

75 Have you stopped doing any unpaid work for your self-employed partner's business?

No **Go to question 78**

Yes What date did you last work?
DD/MM/YYYY

76 Did you stop doing any unpaid work for your self-employed partner's business due to your pregnancy?

No

Yes

77 Did you stop doing any unpaid work for your self-employed partner's business due to sickness?

No **Go to question 78**

Yes

Was your sickness pregnancy-related?

No What was your sickness reason?

Yes

78 If you have not stopped yet, what is your planned last day of unpaid work for your self-employed partner's business?

DD/MM/YYYY

79 What duties or activities did you or do you do to support your self-employed partner's business?

We may ask for more information about the duties or activities you do.

80 Tell us what dates you did unpaid work for your self-employed partner's business during your Test Period

DD/MM/YYYY

From

To

From

To

From

To

If you need more space, tell us at **question 129.**

About your self-employed partner

81 Your partner's title

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

82 Your partner's last name

83 Your partner's other names, in full

84 Your partner's National Insurance number

You can get this from their National Insurance number card, letters about benefits, payslips or form P60.

85 Your partner's home address

If you do not know their address, write 'Not known'.

Postcode

About your marriage or civil partnership

86 What was the date of your marriage or civil partnership?

If you converted or changed your civil partnership into a marriage or married your civil partner, enter the date your marriage is treated as starting on.

DD/MM/YYYY



You must send us the original or a certified copy of your marriage or civil partnership certificate. If you do not, your claim may be delayed. If you live in the UK and you do not want to send us original documents, your local Jobcentre Plus office can make certified copies for you. We cannot accept copies that have been certified by a solicitor, bank, notary or other professional.

87 In which country did your marriage or civil partnership take place?

88 Has your marriage ended in divorce or has your civil partnership been dissolved?

No **Go to question 89**

Yes What date did it end or dissolve?
DD/MM/YYYY



You must send us the original decree absolute or dissolution certificate, or a certified copy made at a Jobcentre Plus office. If you do not, your claim may be delayed.

About your partner's self-employment

89 What date did your partner become self-employed?

DD/MM/YYYY

90 Is your partner registered as self-employed with HMRC?

No **Go to question 92**

Yes Tell us their registration number or Unique Tax Reference number

91 Is your partner still registered as self-employed?

No What was the last date they were registered as self-employed?
DD/MM/YYYY

Yes

92 What is or was the full name and address of your self-employed partner's business?

Postcode

93 Does your self-employed partner have a business website?

No

Yes Tell us the website address.

94 What is your self-employed partner's business?

Tell us what is or was produced or sold, or what services are or were delivered.

We may ask you for more information about your self-employed partner's business.

95 If we need to contact your partner, do you give us permission?

If your partner has not paid enough Class 2 National Insurance contributions, you may not get Maternity Allowance, unless they voluntarily pay their contributions.

See **page 11** of the notes.

No

Yes

About employment whilst abroad during your Test Period

See **page 12** of the notes.

96 Did you spend any time abroad during your Test Period (the dates you worked out at questions 15 and 16)?

You do not need to tell us about holidays abroad.

No **Go to question 121**

Yes

97 Whilst abroad, were you employed there by an overseas employer?

No

Yes

98 Whilst abroad, were you employed there by a UK employer?

No

Yes

99 Whilst abroad, were you self-employed there?

No

Yes

100 Whilst abroad, were you doing any unpaid work for your self-employed partner's UK business?

No

Yes

101 Whilst abroad, were you a member of HM Armed Forces there?

No

Yes

102 Whilst abroad, were you getting any benefits in a foreign country?

No

Yes

103 Which countries did you spend time in?

Country 1

Tell us the dates you were abroad
DD/MM/YYYY

From

To

Country 2

Tell us the dates you were abroad
DD/MM/YYYY

From

To

If you need to tell us about more than 2 countries, use the space at **question 129**.

104 What periods did you pay National Insurance contributions for?

DD/MM/YYYY

From

To

From

To

Tell us about your employers whilst you were abroad

Employer 1

105 Employer's name

106 Employer's address

Postcode

107 Employer's phone number

108 What date did your employment start?

DD/MM/YYYY

109 Has your employment ended?

No What is your planned last day of work? You will need to confirm this after you have stopped work.
DD/MM/YYYY

Yes What date did you last work?
DD/MM/YYYY

110 Are you currently on annual leave?

No

Yes

When will your annual leave end?
DD/MM/YYYY

111 Payroll, employee, clock or work staff number

112 Tell us how often you get paid

For example, weekly, fortnightly, every 4 weeks or monthly

113 Do you have another employer to tell us about?

No [Go to question 121](#)

Yes

Employer 2

114 Employer's name

115 Employer's address

Postcode

116 Employer's phone number

117 What date did your employment start?

DD/MM/YYYY

118 Has your employment ended?

No What is your planned last day of work?
You will need to confirm this after you have stopped work.
DD/MM/YYYY

Yes What date did you last work?
DD/MM/YYYY

119 Payroll, employee, clock or work staff number

120 Tell us how often you get paid

For example, weekly, fortnightly, every 4 weeks or monthly

If you need to tell us about any other employers, use the space at **question 129**.

About other benefits

121 Are you or your partner getting any other benefits or entitlements?

See **page 5** of the notes.

Tick **Yes** even if you or your partner have made a benefit claim but you are waiting for a decision. See **page 5** of the notes.

No

Yes Tell us what benefits you or your partner are getting or have claimed. Tell us who gets or has claimed the benefit. Write your names in full.

Name of benefit	Who claimed this benefit? For example, you or your partner

If you need to tell us about more than 6 benefits, use the space in **question 129**.

About paying you

Tell us your account details

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.

122 How often do you want us to pay your Maternity Allowance?

Every 2 weeks

Every 4 weeks

123 Name of the account holder

This should be exactly as shown on the cheque book or statement.

124 Name of the bank or building society

125 Sort code

Tell us all 6 numbers, for example 12-23-56.

— — —

126 Account number

This must be between 6 and 10 numbers.

127 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.

128 You may get other benefits and entitlements that we do not pay into an account. If you want us to pay your other benefits into this account tick the box.

Other information

129 Use this space to tell us anything else you think we might need to know.

If there is not enough space, please use a separate piece of paper.
Write your full name and National Insurance number on the top of each page and sign and date them.

Check list

Please do not send:

- unopened payslips
- poor-quality payslips (please get duplicates before sending).

Make sure you do not send documents that are stapled, spiral-bound or attached to each other.

You must send original documents if you live outside the UK. If you live in the UK and you do not want to send us original documents, your local Jobcentre Plus office can make certified copies for you. Please make a copy for your records. We cannot accept copies that have been certified by a solicitor, bank, notary or other professional. See **page 15** of the notes. If you are sending documents after you have sent us your claim form, write your name and National Insurance number on the top of each page you send us.

The list below tells you which documents you need to send in with this claim form.

Tick the boxes below to show what information you are sending to us.

If you are claiming before the baby is born

MAT B1 certificate with Part A completed by a doctor or midwife

If you are claiming after the baby is born

MAT B1 certificate if Part A and Part B have been completed by a doctor or midwife.

Or

MAT B1 certificate if only Part A has been completed by a doctor or midwife **and** birth certificate or other notification.

If the baby dies or is stillborn

MAT B1 certificate with Part A completed by a doctor or midwife, **and**

Death certificate or certificate of stillbirth.

You can get these from your doctor, midwife or registrar. You should send these to us as soon as you can so we can make a decision on your claim more quickly. See **page 4** of the notes.

We will send original birth and death certificates back to you.

If you were employed by an employer in the 15th week before the week the baby is due and you cannot get Statutory Maternity Pay

SMP1 form

If you have worked for an employer

Payslips of your highest-earning 13 weeks during the 66-week Test Period

If you are a company director

Payslips of your highest-earning 13 weeks during the 66-week Test Period

SMP1 form

If you were not employed or self-employed, but doing unpaid work for your self-employed partner's business

Marriage or civil partnership certificate

If you are divorced or your civil partnership has been dissolved

Decree absolute or dissolution of civil partnership formal order

Declaration

By signing this declaration, you agree:

- the information you have given is complete and correct
- to tell the Department for Work and Pensions (DWP) straight away if your circumstances change, such as:
 - your address
 - bank details
 - marital status, or
 - anything else
- if you have made a claim in advance of starting your maternity leave or having your baby and your circumstances change
- if you knowingly give information that is incorrect or incomplete, your benefit may be stopped and you may be liable to prosecution or other action
- to pay back any Maternity Allowance if you are paid too much

This is my claim for Maternity Allowance.



Do not sign and date this form earlier than the 14th week before the week the baby is due.

This is the date you worked out in **column 5** of the Test Period table. If you do, it may delay your claim or you may lose money. See 'When you should claim' on **page 4** of the notes.

Your signature

Date

DD/MM/YYYY

If you have filled in this form for someone else, tell us your full name, address and National Insurance number

Your name, in full

Your address, in full

Postcode

Your National Insurance number

Tell us why you are filling in this form for someone else

What to do now

- Check that you have answered all the questions on this form that apply to you
- Check that you are sending us all the documents we have asked for. Use the check list on **page 20** of this claim form.
Your Maternity Allowance claim may be delayed if you do not send us all the documents we need.

Keep the **MA1 notes** and **MA1 table** that come with this form for your information. Do not return them to us with your claim form.

Send your claim form to:

If you live in England, Scotland or Wales

DWP Maternity Allowance
Mail Handling Site A
Wolverhampton
WV98 2GL

If you cannot send the form back to us, let us know straight away. Call us on:

- English speakers phone **0800 169 0283**
- Welsh speakers phone **0800 169 0296**
- Textphone **0800 169 0286**

Or

If you are claiming from abroad:

International Pension Centre
The Pension Service 11
Mail Handling Site A
Wolverhampton
WV98 1LW

If you cannot send the form back to us, let us know straight away. Call us on:

- English speakers phone **+44 191 206 9390**
- Textphone **+44 191 218 7280.**

Or you can find out more at
www.gov.uk/international-pension-centre

Why DWP needs personal information and how we treat it

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