



Other ways to communicate with us

If you need braille, British Sign Language, a hearing loop, translations, large print, Easy Read, audio or something else, please contact us on 0800 055 6688.

If you use Relay UK dial 18001 followed by our telephone number.

If you live in Wales and want this form in Welsh call 0800 012 1888.

If you are an employer

You must fill in this form when your employee is not entitled to Statutory Maternity Pay (SMP), or when you cannot continue paying SMP. Fill in all the parts of the form.

The information you give in this form will help Jobcentre Plus to decide on your employee's claim for Maternity Allowance.

When you have completed this form, you must give the form to the employee together with the original Maternity Certificate MAT B1 that your employee gave you. She can then make a claim for Maternity Allowance.

For more information about SMP go to:

www.gov.uk/employers-maternity-pay-leave

Or you can contact HM Revenue & Customs Employer helpline on 0300 200 3200.

If you are an employee

Your employer has given you this form because you cannot get Statutory Maternity Pay (SMP), or your employer cannot pay you SMP any more. You can find out the reason why in Part D.

If you disagree with your employer's decision not to pay you SMP, ask them to explain it to you. If you are still unsure, you can use the SMP calculator to work out what SMP you should get.

Go to **www.gov.uk/calculate-your-maternity-pay**

Ask your employer for a reason if you think:

- their decision not to pay you SMP is wrong
- you are not getting the right amount of SMP

If you still disagree, you can phone HM Revenue & Customs Statutory Payments Dispute team on 0300 322 9422 for advice.

Part A: About your employee

Please fill in this form in BLACK INK and in CAPITALS

Surname or family name

Mrs/Miss/Ms

All other names, in full

Address

Postcode

National Insurance (NI) number

Letters

Numbers

Letter

Clock, payroll or employee number

Part B: Why I cannot pay you SMP

I have ticked the box that applies to you.

I cannot pay you Statutory Maternity Pay (SMP).
I have ticked one of the boxes on Part D of this letter to tell you why.

I cannot pay you any more SMP after the week which ends on / / .
I have ticked one of the boxes on Part D of this letter to tell you why I cannot carry on paying you after this date.

Part C: The important dates we have used for your SMP claim

• The week your baby is due

The Sunday at the start of that week is

/ /

• The qualifying week for SMP which is 15 weeks before the week your baby is due

The Sunday at the start of that week is

/ /

• Your Maternity Pay Period. Your Maternity Pay Period is the period during which you could get SMP.

Your Maternity Pay Period starts or would have started on

/ /

If you gave me your Maternity Certificate **MAT B1**, I have sent it back to you with this form.

If you want to ask me anything about the information on this form, please get in touch with me.

Part D: Why I cannot pay you SMP

I have ticked the boxes below to tell you why I cannot pay you Statutory Maternity Pay (SMP).

You were not employed by me for long enough

To get SMP you must be employed by me for a continuous period of at least 26 weeks into the 15th week before the week your baby is due. Even if your baby is born early, you still would not have been employed by me for a continuous period of at least 26 weeks into the 15th week before the week your baby was due.

Your average weekly earnings were not high enough

To get SMP your average weekly earnings before taking off tax and National Insurance must be at least equal to the Lower Earnings Limit.

I have calculated your earnings on all your earnings and contractual benefits on which you pay National Insurance contributions. Some employers have special arrangements for paying National Insurance contributions on certain payments of expenses. Where the law says I must, I have included these earnings in the calculation.

You did not tell me soon enough that you will stop work to have your baby

To get SMP you must give me at least 28 days notice of the date you will stop work to have your baby and start your SMP.

You did not have a good reason for giving me less notice than this.

You did not give me medical evidence soon enough

To get SMP you must give me your Maternity Certificate MAT B1, or other acceptable evidence, within 3 weeks of the start of your Maternity Pay Period.

If you had a good reason for taking longer than this, I could only allow you up to 13 weeks to give me this evidence.

You did not tell me soon enough that your baby had been born

To get SMP you must tell me about your baby within 28 days of the date your baby is born.

You did not have a good reason for taking longer to tell me this.

You were in legal custody

You cannot get SMP if you are in legal custody at the beginning of your Maternity Pay Period.

If you have been getting SMP, you stop getting it when you go into legal custody.

You have started work after the birth

You cannot get SMP if you have started work after the birth, for an employer who did not employ you in the 15th week before the week your baby was due.

Part E: Employer's declaration

I **declare** that the information I have given on this form is correct and complete as far as I know and believe.

Employer's name

Employer's signature

Date

Position in firm

Phone number

Fax number

Email address

Employer's address

Employer's stamp

What to do now

You can claim Maternity Allowance from Jobcentre Plus.

Contact Jobcentre Plus for an **MA1** claim form on 0800 055 6688. If you want to ask for a claim form in Welsh, contact us on 0800 012 1888.

Or you can download the claim form at www.gov.uk/maternity-allowance/how-to-claim

Fill in the **MA1** claim form and send it to:
DWP Maternity Allowance
Mail Handling Site A
Wolverhampton
WV98 2GL
with this form and your Maternity Certificate MAT B1.

You must claim Maternity Allowance promptly. If you claim Maternity Allowance more than three months after the date your Maternity Allowance is due to start, you will lose money.

For more information about your maternity rights, Statutory Maternity Pay and Maternity Allowance go to www.gov.uk

There is more information about maternity benefits in **NI17A A guide to Maternity Benefits**. You can find the guide at www.gov.uk/government/publications

Please note, this form is not a claim for Maternity Allowance. Your employer must fill in this form to support your claim for Maternity Allowance.