



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 169 0283.

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 169 0296.

Before you fill in this form

You **must** read the notes that come with this form. They give you important information you need to be able to make a claim.

The notes tell you:

1. how to work out what date you can claim Maternity Allowance from
2. how your choice of date to claim from can affect your payments
3. how to work out other dates you will need to know
4. how claiming Maternity Allowance can affect Universal Credit payments
5. about the different types of National Insurance contributions we consider.

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**.

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



Important information

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 for what you need to tell us and how to contact us.

About your baby

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

- your original 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 your baby has already been born, you also need to provide proof the birth. This could be:

- your original MAT B1 certificate if Part B has been filled in by a doctor or midwife
- the system number from the birth certificate if your baby was born in the United Kingdom (UK) - you can find this in the bottom left hand corner of the certificate
- the original birth certificate if your baby was born outside of the UK - this will be returned to you
- a letter from your doctor or midwife on headed paper - this can be the same letter as the one providing the due date.

If you are sending us a MAT B1, this must be the original and not a copy. You **must not** alter the MAT B1. Only a doctor or midwife can fill them in. If you change or add any information, it may delay your claim.

The United Kingdom is England, Scotland, Wales and Northern Ireland.

12 What is your baby's due date?

If your baby has already been born, please tell us what date your baby was originally due.

If your baby has not yet been born please go to **About your Test Period** on **page 4**.

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

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

14 What is your baby's name?

First name

Any middle names

Last name

15 Was your baby born in the United Kingdom (UK)?

No

If your baby was born outside the UK, you **must** send us the original birth certificate. This must be registered in the country your baby was born. We will send this back to you.

Yes

16 If your baby's birth was registered in the UK, what is the system number for the baby's details you gave at question 14?

The system number can be found on the bottom left hand corner of the birth certificate. If you can provide this, you do not have to send us the birth certificate.

About your Test Period

See **page 7** of the notes.

You need to work out your Test Period dates to be able to answer the next few sections.

Use the Test Period calculator online or the Test Period table that comes with this form to work out the dates we need.

We recommend using the online calculator as it will work out the correct dates for you. To use the online calculator, use the QR code on page 3 of the notes included with this form or go to <https://secure.dwp.gov.uk/check-your-maternity-allowance-dates>

17 **What is the week that includes the date you expect to have your baby?**

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

From

To

18 **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.

19 **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.

About your work

20 **What date does the 15th week before the week your baby is due start on?**

Use the online 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 your baby, then read across to column 4 to find this date.

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

See **pages 8 to 13** of the notes.

No **Go to question 24**

Yes

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

No

Tell us why not.

If you cannot get SMP, each of the employers you worked for during this 15th week must give you an **SMP1** form to send to us.

Yes You cannot get Maternity Allowance. You do not need to send us this form. See **page 6** of the notes.

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

No

Tell us why not. If you need to provide more detail, use the space at **question 134**.

Yes

What date did you do this?



You must send your employer a copy of the MAT B1 or other medical evidence of your 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.

24 Are you a company director?

No

Yes You must send us an SMP1 form and complete the questions in the next section, **About employment and earnings in your Test Period**.



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, you must 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 134** to give us any other information. For example if you:

- have been both self-employed and employed
- had more than 3 employers, or
- still have a contract with your employer during the Test Period.

See **page 8** of the notes.

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

No **Go to question 55**

Yes

Employer 1

Do not tell us about any employment whilst outside the UK. We ask you about this at **questions 101 to 126**.

26 Employer's name

27 Employer's address

Postcode

28 Employer's phone number

29 What date did your employment start?

30 What date did your employment end?

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

31 Your payroll, employee, clock or work staff number

32 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 18 and 19). This may increase how much Maternity Allowance you get.

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

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

No **Go to question 49**

Yes

Employer 2

34 Employer's name

35 Employer's address

Postcode

36 Employer's phone number

37 What date did your employment start?

38 What date did your employment end?

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

39 Your payroll, employee, clock or work staff number

40 Tell us how often you get paid

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

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

No **Go to question 49**

Yes

Employer 3

42 Employer's name

43 Employer's address

Postcode

44 Employer's phone number

45 What date did your employment start?

46 What date did your employment end?

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

47 Your payroll, employee, clock or work staff number

48 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 134**.

49 Have you stopped work to have your baby?

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

No

What is your planned last day of work? You **must** tell us straight away if this date changes.

Yes

What date did you last work?

50 Will you be taking any annual leave after your last working day?

No

Yes

When will your annual leave end?

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

No **Go to question 52**

Yes

What dates did you get sick pay?

From

To

Was your sickness pregnancy-related?

No What was your sickness reason?

Yes

52 Are you currently on sick leave?

No

Yes

What date did your sick leave start?

53 Have you started your maternity leave yet?

No

Yes

What date did your maternity leave start?

54 From what date do you want your Maternity Allowance to start?

This is not the date you will get your first payment. See **page 5** of the notes.

We may not be able to pay you from the date you have chosen to start your Maternity Allowance.

Agency workers

See **page 9** of the notes.

55 Have you worked for an agency within your Test Period?

You can find your Test Period dates at **questions 18 and 19**.

No **Go to question 72**

Yes

Agency 1

56 Agency's name, in full

57 Agency's address, in full

Postcode

58 Agency's phone number

59 What date did you register with the agency?

60 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?

Yes

When did your contract start?

61 Did you register with any other agencies during your Test Period?

No **Go to question 67**

Yes Tell us about the second agency. If you need to tell us about any more agencies, use the space at **question 134**.

Agency 2

62 Agency's name, in full

63 Agency's address, in full

Postcode

64 Agency's phone number

65 What date did you register with the agency?

66 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?

Yes

When did your contract start?

67 What date did you last work for the agency?

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

No **Go to question 69**

Yes

What dates did you get sick pay?

From

To

Was your sickness pregnancy-related?

No

What was your sickness reason?

Yes

69 Have you stopped work to have your baby?

No

What is your planned last day of work? You **must** tell us straight away if this date changes.

Yes

What date did you last work?

70 Will you be taking annual leave after your last working day?

No

Yes

When will your annual leave end?

71 From what date do you want your Maternity Allowance to start?

This is not the date you will get your first payment. See **page 5** of the notes.

We may not be able to pay you from the date you have chosen to start your Maternity Allowance.

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.

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

You can find your Test Period dates at **questions 18 and 19**.

No **Go to question 77**

Yes

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

74 Are you still self-employed?

No

What was your last date of self-employment?

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.

75 Have you stopped work to have your baby?

No

What is your planned last day of work? You **must** tell us straight away if this date changes.

Yes

What date did you last work?

76 From what date do you want your Maternity Allowance to start?

This is not the date you will get your first payment. See **page 5** of the notes.

We may not be able to pay you from the date you have chosen to start your Maternity Allowance.

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.

77 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 18 and 19**.

No **Go to question 101**

Yes

78 Is your partner a salaried director of the business

No **Go to question 79**

Yes You cannot get Maternity Allowance. You do not need to send us this form. See **page 11** of the notes.

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

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

No **Go to question 83**

Yes

What date did you last work?

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

No

Yes

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

No **Go to question 83**

Yes

Was your sickness pregnancy-related?

No

What was your sickness reason?

Yes

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

You **must** tell us straight away if this date changes.

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

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

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

From

To

From

To

From

To

If you need more space, tell us at **question 134.**

About your self-employed partner

86 Your partner's title

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

87 Your partner's last name

88 Your partner's other names, in full

89 Your partner's National Insurance number

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

90 Your partner's home address

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

Postcode

About your marriage or civil partnership

91 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.



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. We will return the original certificate to you. If you live in the UK and you do not want to send us original documents, see page 16 of the notes.

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

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

No **Go to question 94**

Yes

What date did it end or dissolve?



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. We will return the original certificate to you.

About your partner's self-employment

94 What date did your partner become self-employed?

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

No **Go to question 97**

Yes

Tell us their registration number or Unique Taxpayer Reference number.

96 Is your partner still registered as self-employed?

No

What was the last date they were registered as self-employed?

Yes

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

Postcode

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

No

Yes

Tell us the website address.

99 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.

100 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 outside of the UK during your Test Period

See **page 12** of the notes.

101 Were you outside the UK at any time during your Test Period (the dates you worked out at questions 18 and 19)?

No **Go to question 127**

Yes

102 Which countries did you spend time in?

Country 1

Tell us the dates you were outside the UK.

From

To

Country 2

Tell us the dates you were outside the UK.

From

To

If you need to tell us about more than 2 countries, use the space at **question 134**.

103 Whilst outside the UK, were you getting any benefits in a foreign country?

No

Yes

104 Did you work outside the UK at any time during your Test Period (the dates you worked out at questions 18 and 19)?

No **Go to question 127**

Yes

105 Whilst outside the UK, were you employed there by an overseas employer?

No

Yes

106 Whilst outside the UK, were you employed there by a UK employer?

No

Yes

107 Whilst outside the UK, were you self-employed there?

No

Yes

108 Whilst outside the UK, were you doing any unpaid work for your self-employed partner's UK business?

No

Yes

109 Whilst outside the UK, were you the partner or family member of an HM Armed Forces person posted abroad?

No

Yes

110 What periods did you pay National Insurance contributions for?

From

To

From

To

If you need to tell us about more periods, use the space at **question 134**.

Tell us about your employers whilst you were outside the UK.

Employer 1

111 Employer's name

112 Employer's address

Postcode

113 Employer's phone number

114 What date did your employment start?

115 Has your employment ended?

No

What is your planned last day of work? You **must** tell us straight away if this date changes.

Yes

What date did you last work?

116 Will you be taking annual leave after your last working day?

No

Yes

When will your annual leave end?

117 Payroll, employee, clock or work staff number

118 Tell us how often you get paid

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

119 Do you have another employer to tell us about?

No [Go to question 127](#)

Yes

Employer 2

120 Employer's name

121 Employer's address

Postcode

122 Employer's phone number

123 What date did your employment start?

124 Has your employment ended?

No

What is your planned last day of work? You **must** tell us straight away if this date changes.

Yes

What date did you last work?

125 Payroll, employee, clock or work staff number

126 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 134**.

About other benefits

When you claim Maternity Allowance, some of your other benefit payments may change, but the total amount of your benefit payments will usually either go up or stay the same.

You can find information on other benefits at www.gov.uk/maternity-allowance/what-youll-get

127 Are you or your partner getting any other benefits?

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 134**.

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.

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

Every 2 weeks

Every 4 weeks

129 Name of the account holder

This should be exactly as shown on the statement.

130 Name of the bank or building society

131 Sort code

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

— —

132 Account number

This must be between 6 and 10 numbers.

133 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.

Other information

134 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.

If you live outside the UK you must send original documents, we cannot accept copies. 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 16** 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 your baby is born

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

If you are claiming after your baby is born

The original MAT B1 certificate if Part B has been completed by a doctor or midwife,

Or

The original MAT B1 certificate if only Part A has been completed by a doctor or midwife **and** birth certificate or other notification. If you have provided the baby's full name and system number from the birth certificate at questions 14 and 16, you still need to send a MAT B1 with Part A completed.

If your baby is stillborn

The original MAT B1 certificate with Part A completed by a doctor or midwife, **and** 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 certificates of stillbirth or birth certificates back to you.

If you were employed by an employer in the 15th week before the week your 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

Original decree absolute or dissolution of civil partnership formal order. The original documents will be returned to you.

If your name has changed and official records or Government Gateway have not been updated

Documentation of your change of name, such as a marriage certificate.

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
- that if you have made a claim in advance of starting your maternity leave or you have your baby and your circumstances change, you will let us know
- that 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 your baby is due.

This is the date you worked out on the Test Period calculator online or 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

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 **pages 20 and 21** 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. Contact us on:

- English speakers phone 0800 169 0283
 - If you use Relay UK dial 18001 followed by our telephone number.
- Welsh speakers phone 0800 169 0296

Or

If you are claiming from outside the UK:

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. Contact us on +44 191 206 9390. If you use Relay UK dial +44 151 494 1260 and when asked, give our telephone number.

Or you can find out more at

www.gov.uk/international-pension-centre

More information

Treating people fairly

We are committed to the Equality Act 2010 and treating people fairly. To find out more about this law, search 'Equality Act' on www.gov.uk

Call charges

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

How DWP 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.

If you have included another adult's personal information you should let them know.

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, go to www.gov.uk/dwp/personal-information-charter

DWP social media channels

The official social media accounts in use by the Department for Work and Pensions (DWP) are:



www.youtube.com/dwp



www.facebook.com/dwp



www.x.com/dwpgovuk



www.instagram.com/dwpgovuk



www.linkedin.com/company/dwp

DWP British Sign Language (BSL) videos



www.youtube.com/dwpsign

