



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)

2 National Insurance number

3 Date of birth DD MM YYYY

4 Your UK address, if applicable

5 How many years in a row did you live in the UK before living or working abroad?

 Years

6 How many years of full National Insurance contributions did you pay before living or working abroad?

 Years

2 About your periods abroad

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

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

9 Are you currently living outside the UK?

Yes Go to question 10

No Go to question 13

10 Your address abroad

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

UK Abroad

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

Yes No

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

Yes No

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

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.

15 Have you paid voluntary Class 2 or Class 3 National Insurance contributions in tax years:

2024 to 2025

2025 to 2026

3 Employment

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

a) employed Go to question 17

b) self-employed Go to question 19

c) neither employed nor self-employed Go to question 20

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

Name
Address
Postcode

18 Have you stopped working for your last UK employer?

Yes No

If yes, enter the date your employment ended

<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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19 Has your UK self-employment ended?

Yes No

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

<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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20 Were you receiving Jobseeker's Allowance (JSA) immediately before you left the UK?

Yes No

If yes, enter the date you last received JSA

<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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21 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

<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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4 Self-employment or employment abroad

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

Yes Go to question 23

No Go to question 30

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

Name
Address
Country

24 When did you start this employment? 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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25 If this employment has ceased please supply the 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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26 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

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

Yes

No Go to question 29

If yes, enter this employer's UK address

Postcode

28 Does this employer hold your contract of service?

Yes No

29 Have you had any other employments abroad?

Yes No

30 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

31 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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32 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

33 I wish to pay by

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

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

Annual payment

Agent

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

Name
Address
Postcode

35 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 HMRC NICS DD 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 HMRC NICS DD 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.