

jobcentreplus

Part of the Department
for Work and Pensions

Child Maintenance Bonus claim form

- Please answer all the questions on this form that apply to you.
- Return it to the office which deals with your Income Support or Jobseeker's Allowance as soon as possible.
- You may lose your bonus if you do not claim it within 28 days of your benefit or allowance ending.
- We will pay any Child Maintenance Bonus you are entitled to by cheque. If you need someone to go to the Post Office® for you, please tell us about this.

When can I claim my Child Maintenance Bonus?

Claim your Child Maintenance Bonus **as soon as you know that one of the following is going to happen**

- you or your partner start or will start work 14 days of the end of your claim for Income Support or income-based Jobseeker's Allowance
- you stop getting Income Support or income-based Jobseeker's Allowance because your earnings or hours increase
- you stop getting Income Support or income-based Jobseeker's Allowance because your partner's earnings or hours increase
- you or your partner stop claiming Income Support for any reason within 12 weeks of you reaching age 60, or stop claiming income-based Jobseeker's Allowance for any reason within 12 weeks of you reaching pension age.

If you reach age 60 while your partner is getting Income Support, or reach pension age while your partner is getting income-based Jobseeker's Allowance, we will send you the Child Maintenance Bonus automatically. You will not have to claim.

We use *partner* to mean

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.

How to claim

- 1 Answer the questions on this form.
- 2 Send us the completed form **and** the written proof we ask for below.

We need written proof from the employer before we can pay your bonus. We cannot pay your bonus if you do not provide all the information we need.

Reason for claim	The proof we need
A new job	The date the job started, the weekly hours and net pay
Increased hours	The new hours and the date of the increase
Increased pay	The new pay and the date it was received

Please ask the employer to fill in the **Employer's declaration** on this form if you do not have any other written proof. If you are self-employed, write *self* in the **Employer's name** box. We will get in touch with you for more information. Send this completed form and your written proof to the office that deals with your Income Support or Jobseeker's Allowance.

	You	Your partner
Surname	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Any other surnames you have been known by	<input type="text"/>	<input type="text"/>
Title	Mr Mrs Miss Ms <input type="text"/> Other title <input type="text"/>	Mr Mrs Miss Ms <input type="text"/> Other title <input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
National Insurance (NI) number Get this from payslips or from tax papers. Or get in touch with your local office.	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>
Address Please tell us your address. And tell us your partner's address, if it is different.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode
Daytime phone number	Code <input type="text"/> Number <input type="text"/>	Code <input type="text"/> Number <input type="text"/>
What benefit or allowance have you or your partner been claiming? Tick a box or write the name of the benefit, allowance or training allowance.	Income Support <input type="checkbox"/> Jobseeker's Allowance <input type="checkbox"/>	Income Support <input type="checkbox"/> Jobseeker's Allowance <input type="checkbox"/>
	<input type="text"/>	<input type="text"/>

About your claim

Please tick the statement that applies.

- I am claiming because**
- I am about to start work, or have started work
 - my partner is about to start work or has started work
 - my benefit stopped or will stop because of my pay increase or an increase in my hours
 - my benefit stopped or will stop because of my partner's pay increase or an increase in their hours
 - I stopped getting Income Support in the 12 weeks before reaching age 60, or income-based Jobseeker's Allowance in the 12 weeks before reaching pension age

}

}

}

}

Go to **About the employer** on the next page.

Go to **Your declaration** on the next page.

About the employer

Employer's name

Employer's address

 Postcode

Employer's phone number Code Number

Note The employer must fill in the **Employer's declaration** if you do not have any other written proof. ▶

Your declaration

I understand that

- if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action
- the information I have provided will be used to process my claim for benefit. Some of the information may be checked with other sources
- the information may be used for other purposes relating to the work of the Department for Work and Pensions. Some information may be given to other government bodies as permitted by law.

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

This is my claim for Child Maintenance Bonus.

Your signature

Date / /

Please tell us the address of the Post Office® that you want to use to cash your cheque.

 Postcode

Help and advice

To find out more about Child Maintenance Bonus, contact the office that deals with your Income Support or Jobseeker's Allowance.

Employer's declaration

Employee's name

New employee

Their start date / /

Hours a week hours

Net pay £ a week

Existing employee

The employee has told us that their hours or pay have just increased or will increase soon.

Please tell us about their increased pay and hours.

Hours a week after the increase hours

Net pay after the increase £ a week

Date of increase / /

Date of first payday affected by the increase / /

Employer's details

Employer's name

Your position in the company

Signature

Name in BLOCK CAPITALS

Date / /

Employer's official stamp