DATA LABEL: PRIVATE/CONFIDENTIAL

West Lothian Council

West Lothian Council
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

EDUCATION MAINTENANCE ALLOWANCE (EMA)
ACADEMIC YEAR 2013/2014

Complete Form in BLOCK CAPITALS using Black or Blue Ink

Please pay particular attention to the deadlines on page 3 of this form.
Money cannot be backdated if the form does not arrive at the Civic Centre by these dates.

NAME OF STUDENT: *(This should be the name you are recognised by at school)*	
NAME OF SCHOOL:	
DATE OF BIRTH:	D D / M M / Y Y Y Y
SQA CANDIDATE NUMBER (SCN): *(This is a 9 digit number allocated to you by SQA)*	

Have you received EMA before? ☐ Yes ☐ No

A fresh application must be made each academic year including all original documentation needed to complete the assessment.

OFFICIAL USE ONLY

EMA Reference No.	Date Application Received	1st Check	2nd Check
Date Application Fully Completed	Approved **YES / NO**	EMA Start Date	Date Award Letter Sent
Date Learning Agreement Received	Autumn Intake **YES / NO**	Winter Intake **YES / NO**	Provisional Award **YES / NO**

Final Award

Additional Guidance

Both Student and Parent(s)/Carer(s) must sign the Declaration Form on page 13

- If you were born between 01 March 1994 and 28 February 1998 you may be eligible for an EMA.
- If you were born between 01 March 1994 and 30 September 1997 (summer intake), you may be eligible for an EMA from the beginning of the academic year.
- If you were born between 01 October 1997 and 28 February 1998 (winter intake), you may be eligible for an EMA from January 2014.
- For those eligible for full year award, if the application is not submitted by **30 September 2013**, the award can only be made from the week it is received by this office. Please note that if proof of household income is not yet available, the form may be submitted by the deadline with a note saying "proof of income to follow".
- For those who are eligible from January 2014, if the application is not submitted by **28 February 2014**, the award can only be made from the week it is received by this office. Please note that if proof of household income is not yet available, the form may be submitted by the deadline with a note saying "proof of income to follow".
- The cut-off date for processing application forms for the academic year 2013/2014 is **31 March 2014**. No applications will be accepted after this date.
- Household income is normally assessed on gross taxable household income for the period 06 April 2012 to 05 April 2013.
- If there is a significant change in financial circumstances within the household, students may be eligible to apply for an **in-year reassessment** during the current academic year. Contact Local Authority for more information. Please note this will be classed as a provisional award and can only be made up until Christmas 2013 in the first instance.
- The income thresholds for the EMA Programme, Academic Year 2013/2014 are as follows:

Gross Household Income	Number of *dependent children in the household	Award
£0 - £20,351	1 (just the EMA applicant)	£30 per week
£0 - £22,403	2+ (the EMA applicant plus others)	£30 per week

**the term "dependent children" are those up to the age of 16 and those over the age of 16 and up to the age of 25 if they are in full-time further or higher education.*

- If you are receiving education while living in a foster home or children's home, and are in the care of the local authority, or living independently in receipt of Income Support or Contribution-Based Employment & Support Allowance, you are eligible for the £30 per week EMA award without having to provide evidence of household income.
- If successful, you must complete a **Learning Agreement** (tear out page 5/6) and adhere to the terms of that agreement.
- If successful, you must attend school for a minimum of 21 guided learning hours per week (timetabled hours including study periods).
- If successful, you will only receive EMA payments for those weeks where you have maintained 100% attendance (including authorised absences) and acceptable punctuality and conduct.
- Students may be eligible to receive a provisional award if a self-employed parent is temporarily unable to supply details in which a final settlement can be made. Please enter notes in Additional Information on page 15/16. Please note that a provisional award can only be made up until Christmas 2013 in the first instance.
- If you plan to return to school for the academic year 2014/2015, you may be eligible for a further year's EMA support. A fresh application must be made each academic year including all original documentation needed to complete the assessment.

The Scottish Ministers reserve the right to review the EMA programme at any time.

Application Contact Address

Please refer to the checklist on page 14 prior to submitting your form.

Please complete the application form and send it in the pre-paid envelope to the following address: *(the Learning Agreement (pages 5/6) does not get sent with the application form, this must be detached from the application, completed, and given directly to your school. Payment cannot commence until your school has received and authorised the Learning Agreement)*

EMA (2nd Floor North)
West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

Please phone 01506 281952 if you any questions about completing this application form.

Guidance for completing this application form can be found at "www.westlothian.gov.uk", search for "EMA", and then see "online tools" and then "EMA Application Form Guidance 2013/2014"

DATA PROTECTION ACT

The Council is under obligation to manage funds properly. Accordingly, the information that you provide will be used to ensure all sums due to the Council are paid timeously, e.g. by identifying persons who are non payers of council tax and to improve the uptake of benefits.

The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purposes with public bodies, including neighbouring councils or other organisations which handle public funds.

- Education Maintenance Allowance (EMA) is a programme funded by the Scottish Government and administered to Local Authority Departments for schools throughout Scotland. The Scottish Government and Local Authorities are controllers in relation to our information.

- The information you supply shall be used for the purposes of assessment, award, payment, and where necessary, recovery of the EMA and we will provide information to the Scottish Government, all in accordance with the requirements in the Scottish Government EMA (Scotland) Business Model.

- We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information about you from certain third parties, or give information to them, to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, for research or statistical purposes, as permitted by law. These third parties include other government departments.

- We will not disclose information about you to anyone outside our Local Authority unless the law permits us to.

West Lothian Council

EDUCATION MAINTENANCE ALLOWANCE
LEARNING AGREEMENT – 2013/2014

THIS FORM SHOULD BE DETACHED, COMPLETED BY THE STUDENT AND PASSED TO THE SCHOOL OFFICE

PAYMENT CANNOT COMMENCE UNTIL YOUR SCHOOL HAS RECEIVED AND AUTHORISED THIS DOCUMENT

School Name: _____

Student's Name: _____ SQA No: _____

Date of Birth: _____

Address: _____

_____

_____ Post Code: _____

STUDY PROGRAMME

SUBJECT	LEVEL

CAREER AIMS

This Learning Agreement is to be reviewed at least termly and may be amended if necessary by agreement between the student and the school.

Details of weekly EMA allowance and payment dates are shown in the student's letter of award. Full terms and conditions relating to the payment of allowances, appeals procedures and the recovery of overpayments accompany the student's letter of award and are also available from Education Customer Services, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF. Telephone (01506) 281952, or email: "ema@westlothian.gov.uk".

P.T.O.

DECLARATION

TO BE COMPLETED BY THE STUDENT

I, ……agree to the terms of this learning agreement.
(student's name in block capitals)

I understand that:-

My study programme (see Options Booklet and personal timetable) forms part of this agreement

I must ensure that all requirements of my study programme are met

I will seek appropriate careers advice before changing my study programme

I must support the school's aims and comply at all times with standards of conduct

I must maintain 100% attendance (other than absences authorised by the school e.g. for genuine medical reasons)

I must notify the school about absences on or before the first day of absence

I understand that if I am late more than twice in one week my EMA will be stopped

EMA may be withheld if the terms of the Learning Agreement are not met or if I do not comply with the terms and conditions of award

Signed _____ Date _____
(student's signature)

PARENT/CARER'S COUNTER SIGNATURE

Signed _____ Date _____
(parent/carer's signature)

TO BE COMPLETED BY THE SCHOOL

I hereby confirm that the student has had the terms of the EMA explained and has agreed to comply with the terms and conditions of award of Education Maintenance Allowances. I, or one of my colleagues will notify West Lothian Council – Education Customer Services should the student fail to meet any of the EMA requirements at any point during the year.

Signed _____ Date _____

Designation _____
(on behalf of the school)

West Lothian Council is a registered Data Controller within the terms of the Data Protection Act 1998. The Council certifies that all personal information is held in compliance with the Act. The personal data supplied on this form will only be used to enable the Council to carry out its duties, obligations and responsibilities under the Education (Scotland) Act and associated legislation. This form will be retained for a period of two years from the end of the academic session to which it relates and will then be destroyed.

PART A

Section 1(A): PERSONAL DETAILS – Completed by Student

Gender Male ☐ Female ☐ Date of Birth D D / M M / Y Y Y Y

First Name

Surname

e-mail address of applicant

Current Home Address

Post Code

Home Telephone No. Mobile No.

Section 1(B): PERSONAL NATIONALITY AND RESIDENCY DETAILS

How long have you lived in the United Kingdom? From D D / M M / Y Y Y Y

Have you lived at your present address for longer than 3 years: Yes ☐ No ☐

If no, please tell us your previous address(es) within the last 3 years, including those abroad.

From D D / M M / Y Y Y Y To D D / M M / Y Y Y Y

Address 1

Post Code

From D D / M M / Y Y Y Y To D D / M M / Y Y Y Y

Address 2

Post Code

Residency: please tick the relevant box:

UK ☐ EU/EEA National/Swiss National ☐ Settled Status/Exception Leave to Enter/Remain ☐

Refugee Status/Temporary Protection/Humanitarian Protection ☐ None of these ☐

From D D / M M / Y Y Y Y To D D / M M / Y Y Y Y

If required, please use additional information pages (on pages 15/16) of this application form.

Section 2: COURSE/SCHOOL DETAILS – Completed by Student

Name of School	
Address	
Post Code	

Are you attending school for at least 21 guided learning hours each week: Yes ☐ No ☐

If no, do you have flexible study arrangements to meet your particular needs, i.e. medical condition?

Yes ☐ No ☐

Please state reason why you will be attending school for less than 21 guided learning hours. Please use additional information pages (on pages 15/16) of this application form if required.

Section 3: BANK/BUILDING SOCIETY ACCOUNT DETAILS – Completed by Student

Name and Address of your Bank/Building Society

Name of person holding account (i.e. student's name)

Is the account holder the EMA student? Yes ☐ No ☐
If no, please state reason below:

Bank/Building Society Sort Code (6 digits)

Account Number (8 digits)
(account number does not always appear on your bank card, if this is the case, please check a recent bank statement or contact your local branch)

Roll/Reference Number (if applicable)

Any changes to your bank/building society account must be made in writing immediately to the EMA Section

Section 4: INDEPENDENT STATUS – Completed by Student

Do you receive Income Support or Contribution-Based Employment and Support Allowance in your own right? Yes ☐ No ☐

Are you living under the care of the Local Authority or with foster parents? Yes ☐ No ☐

Section 5: FAMILY DETAILS - Completed by Student

Who do you live with? (please tick all that apply)

Mother ☐ Father ☐ Mother's partner ☐ Father's partner ☐ EMA Applicant's partner ☐

Grandparent(s) ☐ Foster parent(s) ☐ In care ☐ On my own ☐

Other adults ☐ Please specify

Lone parent household? Yes ☐ (If yes, please provide proof) No ☐

How many *dependent children living in the household (including yourself)? ☐

*(*the term "dependent children" are those up to the age of 16 and those over the age of 16 and up to the age of 25 if they are in full-time further or higher education.)*

Full name of other Dependents	Date of Birth	Name of Nursery/School/Learning Centre (if not yet of school age, please leave blank)

	Parent/Carer 1	Parent/Carer 2
Name (including title)		
Permanent Address		
Post Code		
Relationship to applicant (i.e. Mum/Dad)		
Occupation(s) held during the financial year 2012/2013		
Marital Status		
Contact Number		

EMA applicants must now sign the Student Declaration in Section 7(A) on page 13.

Section 6(A): HOUSEHOLD INCOME – Completed by Parent(s)/Carer(s)

Have you enclosed a 2013/2014 Tax Credit Award Notice (TCAN) with your application form? This should show details of your payments starting on 06 April 2013. This should **not** be a Tax Credit Annual Review, as this does not show household income.

Yes ☐ No ☐

If yes, please go straight to Section 7(A)/7(B) on page 13, you do not need to complete Section 6(B).

Section 6(B): HOUSEHOLD INCOME – Completed by Parent(s)/Carer(s)

For those who cannot produce a Tax Credit Award Notice, the following income details are required.

Values should be annual amounts for 2012/2013 financial year.
Please enter nil value if not applicable.

TAXABLE SOCIAL SECURITY BENEFITS - AMOUNT RECEIVED IN 2012/2013 FINANCIAL YEAR		
	Parent/Carer 1	**Parent/Carer 2**
Carer's Allowance (*previously called Invalid Care Allowance*) *Including any child dependency increase*.	£	£
Contribution-Based Jobseeker's Allowance **Do not include** any amounts if Income-Based Jobseeker's Allowance. If you started work and gave your employer a P45U showing these details, do not include them here.	£	£
Contribution-Based Employment & Support Allowance Please state any Contributions-Based Employment & Support Allowance received.	£	£
Incapacity Benefit Include benefit paid after the first 28 weeks of incapacity (at the short-term higher and long-term rates) together with any child dependency increase. If any tax was deducted from your benefit, enter the amount due before the tax was taken off. **Do not include** benefit paid in the first 28 weeks of incapacity (at the short-term lower rate) or benefit paid for a period of incapacity that began before 13 April 1995 and for which Invalidity Benefit used to be payable or any child dependency increase with these payments. If you started work and gave your employer a P45U showing these details, do not include them here.	£	£
Income Support This is only taxable if it is payable to a member of a couple and the recipient (but not the recipient's partner) is on strike. **Do not report** Income Support if it is not taxable.	£	£

SOCIAL SECURITY BENEFITS

Are you in receipt of non-taxable social security benefits? Yes ☐ No ☐

If yes, please take Part C (pages 21 and/or 23) to DWP / Jobcentre Plus to be completed

EARNINGS FROM EMPLOYMENT (INCLUDING SELF EMPLOYMENT) IN 2012/2013 FINANCIAL YEAR		
	Parent/Carer 1	**Parent/Carer 2**
Total gross employment income from all jobs after deduction of • pension contributions, and • deductions to charity via gift aid **But**, before taking off • tax and National Insurance Contributions, and • share Incentive Plan deductions **Include** • your total profits minus losses from self-employment • any tips of gratuities you receive • any Statutory Sick Pay you received • the taxable part of any termination payments • taxable securities options gains • any strike pay you received • payments for any work done whilst you were serving a sentence in prison or on remand (this counts as income for tax credit purposes even though it is not taxable as earnings)	£	£
Deduct any allowance expenses you have incurred (see Guidance for completing application for 2013/2014)	£	£
Deduct up to the first £100 for each week you received Statutory Maternity Pay, Statutory Paternity Pay and Statutory Adoption Pay. (for example, if you received £80 please enter 0, if you received £120 please enter £20). For tax credits, £100 a week of each payment is ignored)	£	£

BENEFITS FROM YOUR EMPLOYER(S) IN 2012/2013 FINANCIAL YEAR		
Type of benefit	**Parent/Carer 1**	**Parent/Carer 2**
Goods or assets	£	£
Your liabilities (bills, etc.) paid by employer	£	£
Vouchers and credit tokens	£	£
Car mileage allowances or running costs	£	£
Company cars	£	£
Car fuel	£	£
Taxable expenses payments	£	£

NOTIONAL INCOME IN 2012/2013 FINANCIAL YEAR		
	Parent/Carer 1	**Parent/Carer 2**
Capital treated as income (e.g. stock dividend)	£	£
Trust income that under the income tax rules is treated as the income of another person e.g. investment income of a minor child where trust funds have been provided by a parent and the amount exceeds £100.	£	£
Income you were entitled to but did not apply for e.g. if you were entitled to claim Carer's Allowance but did not claim it.	£	£
Income you deprived yourself of e.g. if you sell the right to an occupational pension worth £10 a week for £2500, the £2500 should not be included but you should add £10 a week to your income	£	£
Income you have deprived yourself of (e.g. income not taken because you worked for less than the going rate (or for nothing) but where the person for whom the work was done, or for whom the service was provided, has the means to pay. This does not apply to voluntary work or employment or training programmes.	£	£

UK PENSION IN 2012/2013 FINANCIAL YEAR		
	Parent/Carer 1	**Parent/Carer 2**
Widowed Parents Allowance.	£	£
State Pension.	£	£
Other Pensions, Personal Pension Plan or retirement annuity contracts.	£	£

SAVINGS IN 2012/2013 FINANCIAL YEAR		
	Parent/Carer 1	**Parent/Carer 2**
Gross income from investments/savings/shares, etc. include interest from any bank or building society accounts (this is income before tax was deducted).	£	£
If you received any company dividends add the tax credit to the dividend	£	£

PROPERTY/TRUST/FOREIGN INCOME IN 2012/2013 FINANCIAL YEAR		
	Parent/Carer 1	**Parent/Carer 2**
Include income from property or land in the UK that you owned or leased out (if this was part of your business income include it above as income from self-employment).	£	£
Gross income from a trust, settlement or a deceased person's estate (this is the income before tax was deducted).	£	£
Foreign income: Include the gross amount, in British pounds before any foreign tax is deducted. NB – for foreign pensions only include 90% of the gross amount received.	£	£

Add totals for Parent/Carer 1 and Parent/Carer 2	£

FOR OFFICE USE ONLY BELOW THIS LINE

Please note deduction from other income where appropriate.	£

OVERALL TOTAL HOUSEHOLD INCOME FOR FINANCIAL YEAR 2012/2013	£

Evidence enclosed with application	TCAN	P60	Council Tax Bill	Part C	Part B	SA302
Please tick appropriate boxes:						
Initial:						

Section 7(A): STUDENT DECLARATION

This section must be completed by the student applying for the EMA award.

- I declare that all the answers given in this form are true.
- I have read the guidance and understand and accept my obligations.
- I understand that if I give false information or withhold information my EMA application will be cancelled and, if necessary, action will be taken to recover any money paid to me.
- I undertake to refund any sum arising from an overpayment for any reason.
- I understand that if I do not keep to the conditions of my Learning Agreement, payments may be withheld.
- I understand that if I leave school, I will not be eligible for any further payments.
- I understand that relevant information may be passed on to third parties within the Local Authority.
- I give permission for the Local Authority to release information relating to my independent status to EMA unit.

Signature of Applicant _____ Date D D / M M / Y Y Y Y

Name (PRINT) _____

If the student is unable to sign the form due to additional support needs, please leave blank and tick the box provided. ☐

Section 7(B): PARENTAL/PARTNER/CARER DECLARATION

This section must be completed if the applicant is under 18 years of age, or the award has been assessed against the income of the applicant's parent, spouse, or carer.

- I/We declare that to the best of my/our knowledge and belief all the information given, in connection with this application, is full and correct in every respect.
- I/We undertake to provide any additional information which may be required by the Local Authority to verify the particulars given and also to inform the Local Authority immediately of any alterations in these particulars.
- I/We undertake to inform the Local Authority of any changes in financial circumstances which may affect the award.
- I/We understand that if my/our child does not keep to the conditions of their Learning Agreement, payments may be withheld.
- I/We understand that if my/our child leaves school, he/she will not be entitled to any further payments.
- I/We consent to the undertaking signed by the student above.
- I am/We are aware that my/our child is bound by the conditions set out by the EMA guidance.
- I/We give permission for the Local Authority to release information relating to my/our household circumstances to EMA team for proof of a single occupancy.

Parent/Carer 1 Signature _____ Date D D / M M / Y Y Y Y

Name (PRINT) _____

Parent/Carer 2 Signature _____ Date D D / M M / Y Y Y Y

Name (PRINT) _____

Please use the Checklist on page 14 to ensure all relevant documentation has been provided.

Section 8: CHECKLIST

Failure to send in the relevant documentation will delay the processing of your EMA.

Documentation required (see below)

Part 1: If you are able to provide one of the following, that is all the evidence required:-

Tick if enclosed

- HM Revenue & Customs Tax Credit Award Notice (TCAN) TC602 for 2013/2014 ☐
- If you are an independent student, Part C must be completed by the DWP ☐
- If you are in care of the Local Authority, please supply proof ☐

Part 2: If you are not able to provide evidence listed in Part 1, your parent(s)/guardian(s) must supply the following (where appropriate) showing income received up until 05 April 2013:-

Tick if enclosed

- Child Benefit Letter as proof of guardianship ☐
- P60 showing employment income ☐
- SA302 or accountant's certificate (see Part B) showing self-employment income ☐
- Part C must be completed by DWP / Jobcentre Plus as confirmation of benefit(s) received ☐
- P60 showing occupational pension income ☐
- SAAS or college award letter confirming full-time student status ☐
- P45 if employment was ceased during the 2012/2013 financial year ☐
- Other documentation required as per Section 6B Household Income calculation ☐

Part 3: If you are a single parent household and cannot provide TCAN as listed in Part 1, you must supply the following:-

Tick if enclosed

- Proof of lone parent status, e.g. 2013/2014 Council Tax Bill, Divorce Decree etc… ☐

RETURN OF DOCUMENTS

All documents will be returned to the parent/guardian of the student.

ADDITIONAL INFORMATION

ADDITIONAL INFORMATION (continued)

PART B 1 – Parent/Carer 1

ACCOUNTANT'S CERTIFICATE FOR SELF EMPLOYED – Completed by accountant

If both parent(s)/carer(s) are self employed, each is required to complete Part B separately.
NB: application may be submitted with Part B to follow.

Student Name

Student Date of Birth D D / M M / Y Y Y Y

Name of Parent/Carer who is Self Employed

Trading Name
Business Address

Estimated Profits for Trading Year 2012/13 £

ADD

Charges not allowable for tax purposes £

ADD

Capital Allowances £

EQUALS

TAXABLE PROFITS £

Please provide any details of any other income received during trading year 2012/13:

Self Employed Parent/Carer 1 £

Date D D / M M / Y Y Y Y
Accountant's Name
Office Address

Accountant's Signature

Accountant's Official Stamp

NB: An SA302 is still required in order to finalise any award. This may have to be requested form HM Revenue & Customs.

PART B 2 – Parent/Carer 2

ACCOUNTANT'S CERTIFICATE FOR SELF EMPLOYED – Completed by accountant

If both parent(s)/carer(s) are self employed, each is required to complete Part B separately.
NB: application may be submitted with Part B to follow.

Student Name

Student Date of Birth D D / M M / Y Y Y Y

Name of Parent/Carer who is Self Employed

Trading Name
Business Address

Estimated Profits for Trading Year 2012/13 £

ADD

Charges not allowable for tax purposes £

ADD

Capital Allowances £

EQUALS

TAXABLE PROFITS £

Please provide any details of any other income received during trading year 2012/13:

Self Employed Parent/Carer 2 £

Date D D / M M / Y Y Y Y
Accountant's Name
Office Address

Accountant's Signature

Accountant's Official Stamp

NB: An SA302 is still required in order to finalise any award. This may have to be requested form HM Revenue & Customs.

PART C 1 – Parent/Carer 1

CERTIFICATE OF BENEFITS RECEIVED – To be completed if PARENT/CARER 1 is in receipt of benefits

To be completed by student's parent/carer before submitting to DWP

Your Name _____ Student's Name _____

Your National Insurance number ☐☐ ☐☐☐☐☐☐ ☐

Address _____

I authorise DWP to give information relating to my benefits allowances

Signature _____

FOR DWP USE BELOW THIS LINE

You should now take this form to your local DWP Office for completion.
To be completed by the Department for Work & Pensions for the district in which the parent/carer is/was registered.

Please complete details of benefits received **at any time during the year <u>06 April 2012 to 05 April 2013</u>.**

Name of additional person(s) claimed in addition to above _____

							Taxable	Non-Taxable
From:		To:		£ per week	Type of Benefit:			
From:		To:		£ per week	Type of Benefit:			
From:		To:		£ per week	Type of Benefit:			
From:		To:		£ per week	Type of Benefit:			
From:		To:		£ per week	Type of Benefit:			
From:		To:		£ per week	Type of Benefit:			
From:		To:		£ per week	Type of Benefit:			
From:		To:		£ per week	Type of Benefit:			
Other								
From:		To:		£ per week	Type of Benefit:			

Signature of Manager/Clerk _____

Please print name _____

Date D D M M Y Y Y Y

DWP Stamp

Department for Work & Pensions Office _____

PART C 2 – Parent/Carer 2

CERTIFICATE OF BENEFITS RECEIVED – To be completed if PARENT/CARER 2 is in receipt of benefits

To be completed by student's parent/carer before submitting to DWP

Your Name _____ Student's Name _____

Your National Insurance number ☐☐ ☐☐☐☐☐☐ ☐

Address _____

I authorise DWP to give information relating to my benefits allowances

Signature _____

FOR DWP USE BELOW THIS LINE

You should now take this form to your local DWP Office for completion.
To be completed by the Department for Work & Pensions for the district in which the parent/carer is/was registered.

Please complete details of benefits received **at any time during the year 06 April 2012 to 05 April 2013.**

Name of additional person(s) claimed in addition to above _____

								Taxable	Non-Taxable
From:		To:		£	per week	Type of Benefit:			
From:		To:		£	per week	Type of Benefit:			
From:		To:		£	per week	Type of Benefit:			
From:		To:		£	per week	Type of Benefit:			
From:		To:		£	per week	Type of Benefit:			
From:		To:		£	per week	Type of Benefit:			
From:		To:		£	per week	Type of Benefit:			
From:		To:		£	per week	Type of Benefit:			
Other									
From:		To:		£	per week	Type of Benefit:			

Signature of Manager/Clerk _____

Please print name _____

Date D D M M Y Y Y Y

DWP Stamp

Department for Work & Pensions Office _____