

Our direct dial number is

Code	Number
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If you have textphone, you can call on

Code	Number
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If you get in touch with us, tell us this reference number

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Date

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Telling us about paid work you want to do

If you are getting one of the following because of illness or disability

- Incapacity Benefit
- Severe Disablement Allowance
- National Insurance Credits
- Income Support

then please fill in this form to tell us about any paid work you are starting or have started.

Use this form for your first period of work, or any periods of work after that.

If you need help filling in this form

If you need help filling in this form, you can ask someone else to fill it in for you, or you can contact the office dealing with your benefit.

If you are already working

Please send this form to the office dealing with your benefit straight away to confirm that the work is within permitted limits.

Please turn over ►

About permitted work

The permitted work rules allow you to

- work for less than 16 hours a week, on average, and earn no more than £ a week for 52 weeks, **or**
- work for less than 16 hours a week, on average, and earn up to £ a week for as long as your illness or disability is considered sufficiently severe that you meet the threshold of incapacity without undergoing a medical assessment, **or**
- work and earn no more than £20 a week, at any time, for as long as you are on the benefit, **or**
- do supported permitted work and earn no more than £ a week for as long as you are on the benefit.

We use *supported permitted work* to mean work that is supervised by someone who is employed by a public or local authority, or a voluntary organisation, whose job it is to arrange work for people with disabilities. This could be work done in the community or in a sheltered workshop. It also includes work as part of a hospital treatment programme.

How your earnings may affect your benefit

Permitted work will not affect your Incapacity Benefit, Severe Disablement Allowance or your right to National Insurance credits. It will affect your Income Support, Housing Benefit or Council Tax Benefit if your earnings are more than your earnings disregard. You should ask the office that deals with your benefit for more information about how earnings affect your benefit.

If you start permitted work, you may be liable to pay tax on your extra income. We will let HM Revenue and Customs know when your permitted work has been agreed, so that they can calculate any tax due and arrange, as far as possible, that you pay the correct amount of tax during the tax year.

Medical testing

You do not need your doctor's approval before you can do permitted work. You will not have to undergo a medical test just because you start doing permitted work. But, you should still attend any medical which is arranged as part of the normal conditions for receipt of benefit. Failure to attend such a medical may lead to your benefit being stopped.

More information

If you want more information about permitted work, get in touch with the Incapacity Benefit section at the office that deals with your benefit.

For your nearest local office, look for the **Jobcentre Plus** or **Social Security** display advert in the business number section of the phone book.

For more information about the Job Broker service, you can contact New Deal for Disabled People on **0800 137 177**. Lines are open from 7.00am to 11.00pm. People with speech or hearing problems using a textphone can dial **0800 435 550**. Or visit our website. The address is **www.jobcentreplus.gov.uk**

To get general information phone the Benefit Enquiry Line. The phone number is **0800 882 200**. The person you speak to will be able to give you general advice about your benefit and can also tell you about other organisations that may be able to help you.

If you have problems with hearing or speaking and use the textphone, ring 0800 243 355. If you do not have your own textphone system, they are available in some libraries and Citizens Advice Bureau.

Your reply

There are 5 parts to this form. Everyone should fill in **Part 1, 2** and **5**.

If you are telling us about supported permitted work, your support worker or the person supervising and supporting your work should complete **Part 3** of this form.

Part 1 About you

Surname or family name

Mr/Mrs/Miss/Ms

Other names you use now – in full

Address

Postcode

Daytime phone number, if you have one

Code Number

What is the number?
Tick the appropriate box

Home Textphone Mobile Work Fax

Date of birth

National Insurance (NI) number
if you know it

Letters Numbers Letter

Part 2 About the work you are starting or have started

Is your work self-employed? No
Yes

Employer or company name and address

Postcode

Job title

Give a brief description of your duties

What date will the job begin?
If this date changes, tell us

How much will you earn?
Tick the box that applies

£

Weekly Monthly

How many hours will you work each week?

hours a week

If your hours will vary, please provide as much information as you can about your working pattern

Part 3 **About the organisation who will be providing the ongoing support and supervision of your work**

If you want to do supported permitted work, this part must be completed by your professional support worker. This is someone who works for a public body or voluntary organisation and organises work for people with disabilities.

The support worker should provide ongoing and regular support and supervision over the work you are telling us about.

Name of support worker	<input type="text" value="Mr/Mrs/Miss/Ms"/>
Other names	<input type="text"/>
Official address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text" value="Postcode"/>
Organisation stamp	<input type="text"/>
Daytime phone number	<input type="text" value="Code"/> <input type="text" value="Number"/>

Support worker's declaration

By completing Part 3 **I am agreeing** that this work will be supported and supervised by my organisation on an ongoing and regular basis.

Support worker's signature	<input type="text"/>
Date	<input type="text" value="/ /"/>

Please turn over ►

Part 4 **What to do now**

- Please make sure
 - that you have answered all the questions that apply to you in **Parts 1** and **2** of this form, and
 - that you have signed and dated the **Declaration** in **Part 5**.
- If you want to do supported permitted work make sure that your support worker has filled in and signed **Part 3** of this form.
- Send this form to the office dealing with your benefit straight away. You can get an addressed envelope from the post office.

Part 5 **Declaration**

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

I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

I understand that the Department may use the information which it has now or may get in the future, to decide whether I am entitled to:

- the benefit I am claiming
- any other benefit I have claimed
- any other benefit I may claim in the future.

Your signature

Date

