

Pension Credit



Department
for Work &
Pensions

Your application form

Applying for Pension Credit

The quickest way to apply for Pension Credit is by phone.

A friend or family member can call for you. You must be with them when they call.

Pension Credit claim line:

- Telephone: **0800 99 1234**
- Textphone: **0800 169 0133**

Next Generation Text relay (if you cannot hear or speak on the phone):

18001 then **0800 99 1234**

Lines are open 8am to 6pm Monday to Friday, except public holidays.

Calls to 0800 numbers are free from landlines and mobiles.

If you need help with this form

Before you fill in this form, please read the booklet **Notes to help you fill in the form** that came with this form.

After you have read the notes and if you still need help to fill in the form you can ask a friend or phone the Department for Work and Pensions on the number above.

We have many different ways we can communicate with you.

If you would like Braille, British Sign Language, a hearing loop, email, translations, large print, audio or something else please tell us using the phone number above.

About your application

Please make sure you:

- answer all the questions on the form that apply to you and your partner, if you have one, and any child or young person you wish to claim for
- sign and date the form and send it back to us with all the documents we have asked for by / / at the latest

If we get your form back after this date, it may affect the date we can pay you from.

Don't forget to send us any documents we have asked for. We will return them to you as soon as we can. **This is usually within 5 working days of us getting them but sometimes can take longer.**

PC1 12/19

Part 1: About you

Title

Mr/Mrs/Miss/Ms

Other title

Surname or family name

Other names, in full

Any other surnames or family names you have been known by or are using now

Include maiden names, all former married names and all changes of surname or family name.

Your date of birth

____ / ____ / ____

Your National Insurance (NI) number

Letters Numbers Letter

You can get this from your payslips, NI number card, tax papers or letters about social security benefits.

Your permanent address

Postcode

Your contact address
if it is different from above

Postcode

Your daytime phone number
if you have one

Code Number

What is this number?
Please tick.

Home Work Mobile Fax

If you provide your mobile phone number we may contact you by text message to deal with your claim, or any queries you may have, as quickly as possible.

Your textphone number
if you have one, for people with speech or hearing difficulties.

Code Number

Are you registered blind or severely sight impaired?

No
Yes

Part 1: About you continued

Are you able to speak to us in English?

No

Yes

If you answered **No**, please tell us the language you would like us to use when we speak to you.

If you live in Wales, do you want to speak to us in Welsh?

No

Yes

Tick here to show if you want us to contact you about this application in one of these ways.

If you choose one of these options, every time we contact you we will do it in that way.

Braille

Large Print

Audio

Sign Language

Induction Loop

Part 2: About your partner

Do you have a partner?

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

No Go to **Part 3**.

Yes Tell us about this below.

Does your partner live permanently in a care home?

No

Yes Go to **Part 3**.

Are you separated from your partner?

If you are separated only because someone is temporarily in a hospital or care home, tick **No**.

No

Yes Go to **Part 3**.

Does your partner agree to you making this application?

No Please still tell us as much as you can about your partner.

Yes

Your partner's title

Mr/Mrs/Miss/Ms

Other title

Your partner's surname or family name

Your partner's other names in full

Any other surnames or family names your partner has been known by or is using now

Include maiden names, all former married names and all changes of surname or family name.

Your partner's date of birth

/ /

Letters Numbers

Letter

Your partner's NI number

You can get this from their payslips, National Insurance number card, tax papers or letters about social security benefits.

Is your partner registered blind or severely sight impaired?

No

Yes

Part 3: About any child/children and Qualifying Young People you want to claim for

! Please read **Part 3** of the booklet **Notes to help you fill in the form** before you fill in this part.

Do you want to claim Pension Credit for any children or qualifying young people?

No Go to **Part 4: About where you live**

Yes Please give details of the child/children and qualifying young people you want to claim for below. If you want to claim for more than 2 children/qualifying young people please provide more details in **Part 12** of this form. Where the form refers to a 'child', you should also use this to tell us about any qualifying young person you are claiming for.

How many children do you want to claim for?

First name

Last name

Sex of child

Child's date of birth

 / /
 / /

What date do you want to claim for the child/children from?

 / /
 / /

What date did you become responsible for the child?

 / /
 / /

Does the child live with you all of the time?

No If No, how often do they live with you, for example 3 days a week?

Where else does the child live?

Who do you share caring responsibilities with?

Yes

No If No, how often do they live with you, for example 3 days a week?

Where else does the child live?

Who do you share caring responsibilities with?

Yes

Part 3: About any child/children and Qualifying Young People you want to claim for continued

If you have only just taken over responsibility for the child, who was responsible for them before you?

Do you receive Child Benefit for this child?

Is the child aged between 16 and 19?

Is the child looked after by the local authority not including respite care?

Is the child in prison or custody pending trial or sentence?

<div style="border: 1px solid black; height: 80px; width: 100%;"></div>					
No <input type="checkbox"/>	Who claims Child Benefit for this child?				
<div style="border: 1px solid black; height: 80px; width: 100%;"></div>					
Yes <input type="checkbox"/>	What is the Child Benefit reference number?				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; font-size: small;">Numbers</td> <td style="text-align: center; font-size: small;">Letters</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">CHB <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/></td> <td style="border: 1px solid black; text-align: center;"> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> </td> </tr> </table>		Numbers	Letters	CHB <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
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No <input type="checkbox"/>					
Yes <input type="checkbox"/>	If Yes, is the child in full time education, non-advanced education or an approved training course?				
No <input type="checkbox"/>					
Yes <input type="checkbox"/>	If Yes, when did the non-advanced education or approved training start?				
<div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-around;"> / / </div>					
No <input type="checkbox"/>					
Yes <input type="checkbox"/>					
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No <input type="checkbox"/>					
Yes <input type="checkbox"/>					
No <input type="checkbox"/>					
Yes <input type="checkbox"/>					

Part 3: About any child/children and Qualifying Young People you want to claim for continued

Is the child currently away from home, but in Great Britain?

No
Yes If yes, how long in total are they expected to be absent for?

If more than 52 weeks, why is the child away from home?

Is the child currently outside Great Britain?

No
Yes If Yes, how long in total are they expected to be absent for?

If more than 4 weeks, why is the child absent from Great Britain?

No
Yes If yes, how long in total are they expected to be absent for?

If more than 52 weeks, why is the child away from home?

No
Yes If Yes, how long in total are they expected to be absent for?

If more than 4 weeks, why is the child absent from Great Britain?

Part 3: About any child/children and Qualifying Young People you want to claim for continued

Is the child entitled to Disability Living Allowance?

- No
- Yes If Yes, what rate of Disability Living Allowance is the child entitled to?
- Care Component highest rate
 - Care component middle rate
 - Care component lowest rate
 - Mobility Component higher rate
 - Mobility Component lower rate

- No
- Yes If Yes, what rate of Disability Living Allowance is the child entitled to?
- Care Component highest rate
 - Care component middle rate
 - Care component lowest rate
 - Mobility Component higher rate
 - Mobility Component lower rate

Is the child entitled to Personal Independence Payment?

- No
- Yes If Yes, what rate of Personal Independence payment is the child entitled to?
- Daily living enhanced rate
 - Daily living standard rate
 - Mobility enhanced rate
 - Mobility standard rate

- No
- Yes If Yes, what rate of Personal Independence payment is the child entitled to?
- Daily living enhanced rate
 - Daily living standard rate
 - Mobility enhanced rate
 - Mobility standard rate

Is the child certified as severely sight impaired or blind by a consultant ophthalmologist?

- No
- Yes

- No
- Yes

Have you claimed Tax Credits in the last 12 months?

- No
- Yes

- No
- Yes

Are you still claiming Tax credits?

- No If No, when did the Tax Credit claim come to an end?

/ /

- Yes

- No If No, when did the Tax Credit claim come to an end?

/ /

- Yes

Part 4: About where you live

Do you live permanently in a care home?

No

Yes Do you own the property you used to live in?

No Go to **Part 5**.

Yes Go to **Part 5**.

Does anyone live in your household apart from you and your partner?

No

Yes Please tell us their name and relationship to you.

Are you or your partner responsible for paying the rent, Council Tax or both for the place where you live?

If they are paid through Housing Benefit or Council Tax reduction, still tick **Yes**.

No

Yes What is the name of your council?

Have you claimed, or are you about to claim, Housing Benefit?

No

Yes

Have you applied or are you about to apply for a reduction in your Council Tax?

No

Yes

Do you or your partner pay service charges for the place where you live?

For example, money towards the upkeep of the building. In Scotland, this is sometimes called *factoring*.

No

Yes

Please send us proof of the service charges.

Do you rent the property or own it?

Rent it

Own it

Do you or your partner pay ground rent for the place where you live?

In Scotland, this is called *ground annual*.

No

Yes

Please send us proof of your ground rent.

When the lease on your home was first granted, was it for more than 21 years?

No

Yes

Do you or your partner share the rent or mortgage for the place where you live with anyone else?

If you and your partner just share with each other, tick **No**.

No

Yes

Do you or your partner have a mortgage or home loan on your home?

No

Yes

To get help with this, please fill in form **MI12** if we included one with this application form. Send the filled-in form **MI12** to your mortgage or home loan lender.

Part 5: About money you have, including savings and investments

! Please read **Part 5** of the booklet **Notes to help you fill in the form** before you fill in this part.

We need to know if you or your partner have any money, including savings or investments.

By *savings and investments* we mean:

- money in a current account, even if you use the account to pay your bills so the balance changes
- a savings or deposit account, even if you have to give notice to withdraw the money
- money in any other bank, building society or Post Office® account
- National Savings Certificates
- money saved for something
- Premium Bonds
- investments like Individual Savings Accounts (ISAs), Personal Equity Plans (PEPs) and TESSA only ISAs (TOISAs) - these were the tax-exempt special savings accounts which ended in 2004
- an income bond, capital bond or Pensioner's Guaranteed Income Bond
- unit trusts or shares
- any other money, property or investments you or your partner have in this country or abroad

Do you or your partner have any money, including savings or investments?

No

Yes What is the total amount?
£

If your money, including savings and investments adds up to more than £10,000, please fill in form **About Savings and Investments** (PC1H) which came with this form and return it to us.

Apart from the place where you live, do you or your partner own any other property or land in this country or abroad?

If it is on a mortgage or loan, still tick **Yes**.

No

Yes Please tell us about this below.
If you need to tell us more, please use the space at **Part 12**.

Part 6: About benefits

Have you or your partner claimed any social security benefits that you are waiting to hear about?

Which benefits are you waiting to hear about?

You

No

Yes

Your partner

No

Yes

Does anyone get Carer's Allowance or Carer's Element of Universal Credit for looking after you or your partner?

Tick **Yes** if they have claimed it and are waiting to hear about it or could not be paid Carer's Allowance or Carer's Element of Universal Credit because they receive another benefit.

The carer's full name

No

Yes

No

Yes

The carer's National Insurance (NI) number

Letters Numbers Letter

Letters Numbers Letter

Do you or your partner spend 35 hours a week or more looking after someone who is getting or waiting to hear about:

- Attendance Allowance
- Constant Attendance Allowance
- Disability Living Allowance, or
- Personal Independence Payment

No

Yes

Do not know

No

Yes

Do not know

Part 7: About pensions

! Please read **Part 7** of the booklet **Notes to help you fill in the form** before you fill in this part.

Have you or your partner paid into a private pension scheme from which you expect to get money in the next 12 months?

No
Yes

Do you or your partner get a private pension, money from a place where you used to work or any other pension?

If you or your partner expect to get a pension in the next 12 months, please tick **Yes**.

Do not count any State Pension paid by the Department for Work and Pensions.

No Go to **Part 8**.
Yes Tell us about this below.
If you need to tell us about more than two pensions, please use the space in **Part 12**.

Who pays the pension?

Pension 1

Pension 2

What type of pension is it?

How much is paid?

£

£

How often is it paid?

Every

Every

When is the pension normally received?

For example, the last day of the month.

When did you receive your latest payment?

/ /

/ /

Does the pension increase each year?

No
Yes

No
Yes

Who gets the pension?

You
Your partner

You
Your partner

If you or your partner expect to get a pension in the next 12 months, when do you expect to get the first payment?

/ /

/ /

Please send us your latest pension payslip, if you have one, or anything else that shows how much you get or will get. If you send us bank statements, we will need to see at least two bank statements in a row. Do not send us form P60. We will return all documents to you as soon as we can. This is usually within 5 working days of us getting them but sometimes can take longer.

Part 8: About work

Have you or your partner left self-employed work in the last three months?

Date you or your partner left work

You

No

Yes

/ /

Your partner

No

Yes

/ /

Are you or your partner doing any type of paid work now?

Is this self-employed work?

No Go to **Part 9**.

Yes

No Go to **Part 9**.

Yes

No Go to **Part 9**.

Yes

No Go to **Part 9**.

Yes

Part 9: About other money coming in

Do you or your partner have any other money coming in?

You do not need to tell us about social security benefits paid by the Department for Work and Pensions in this part. Please read **Part 9** of the booklet **Notes to help you fill in the form** for details of what you should tell us about.

No

Yes Please tell us about this money below.

What is this money?

How much is paid and how often?

£ every

Who is paid the money?

You Your partner

£ every

You Your partner

£ every

You Your partner

£ every

You Your partner

£ every

You Your partner

£ every

You Your partner

Please send us proof of the money coming in with this form, if possible.

If we do not receive proof of the money you have coming in, it may affect the date we can pay you from. Any documents you send us must be originals, not photocopies. We will return all the documents to you as soon as we can. This is usually within 5 working days of us getting them but sometimes can take longer.

Do you or your partner expect to start getting any money in the next 12 months?

If you expect to get a lump-sum payment, please tell us about this in **Part 12**.

By *lump-sum payment* we mean something like:

- money coming in from the sale of a house you used to live in, or
- a one-off payment you will get instead of a private pension

No

Yes Who will pay this money?

How much will be paid?

£ every

Who will be paid?

You Your partner

When do you or your partner expect to start getting this money?

/ /

Part 10: Other things we need to know

The following questions are about your right to live in the United Kingdom (UK). Please ensure you answer them in full, if you have always lived in the UK, otherwise your application could be delayed.

What we mean by 'the UK' is England, Scotland, Wales and Northern Ireland.

	You	Your partner
<p>Are you or your partner in hospital as an inpatient?</p> <p>What date did you or your partner go into hospital?</p> <p>Name of the hospital</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>____ / ____ / ____</p> <p>_____ _____</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>____ / ____ / ____</p> <p>_____ _____</p>
<p>Are you or your partner staying temporarily in a care home?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>
<p>If a UK national, do you or your partner have the right of reside in the UK?</p> <p>For example, you have the right of reside in the UK if you are a British citizen.</p> <p>By <i>right of reside</i> we mean you:</p> <ul style="list-style-type: none"> • are free from immigration control, and • do not need the permission of an immigration officer to enter the United Kingdom, and • can live and work in the UK without restriction 	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>
<p>At any time, have you or your partner come to live or returned to live in the UK from abroad?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> Tell us about this below.</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> Tell us about this below.</p>
	<p>Please send passport or immigration documents to us for the people you tell us about below. Or you can bring the passport or documents to us. This only applies to people who are not British nationals.</p> <p>To find out the address of where to bring your documents, phone us on 0800 99 1234.</p>	
<p>What is your nationality?</p> <p>Which country have you come from?</p> <p>What date did you last come to the UK?</p>	<p>_____ _____</p> <p>_____ _____</p> <p>____ / ____ / ____</p>	<p>_____ _____</p> <p>_____ _____</p> <p>____ / ____ / ____</p>

Part 10: Other things we need to know continued

	You	Your partner
Was this to work in the UK?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Has the Home Office put a limit on how long you can stay in the UK?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Does your passport say no recourse to public funds? The passport will have a stamp in it or you will have a letter from the Home Office.	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If you have lived in the UK before, when did you last leave the UK?	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
Have you or your partner come to the UK under the Family Reunion Scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Have you or your partner come to the UK under a sponsorship undertaking? A 'sponsorship undertaking' is a form that a relative must sign to say that they will pay for your living expenses if you settle in the UK. You can find out more by visiting www.ukvisas.gov.uk A sponsorship undertaking is not the same as the Family Reunion Scheme.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about this below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about this below.
Name of the sponsor	<input type="text"/>	<input type="text"/>
Address of the sponsor	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Home Office reference number	<input type="text"/>	<input type="text"/>
What date did the sponsor sign the sponsorship undertaking? If more than one sponsor signed the sponsorship undertaking, please tell us about them in Part 12 .	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>

We may get in touch with you for more information.

Part 10: Other things we need to know continued

Please answer all of these questions, even if you think they do not apply to you.

	You	Your partner
Are you or your partner an asylum seeker?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Did you or your partner first apply for asylum before 3 April 2000?	No <input type="checkbox"/> If you are still an asylum seeker, you will not usually be entitled to benefit. But you may be entitled to get help from the Home Office. Yes <input type="checkbox"/> Send us proof of the asylum application with this form. Or you can bring the proof to us.	No <input type="checkbox"/> If you are still an asylum seeker, you will not usually be entitled to benefit. But you may be entitled to get help from the Home Office. Yes <input type="checkbox"/> Send us proof of the asylum application with this form. Or you can bring the proof to us.
Have you or your partner recently had a successful decision on your asylum application?	No <input type="checkbox"/> Yes <input type="checkbox"/> Send us proof of the decision with this form. Or bring the proof to us. <div style="border: 1px solid black; width: 100%; height: 20px; text-align: center; margin-top: 5px;"> / / </div>	No <input type="checkbox"/> Yes <input type="checkbox"/> Send us proof of the decision with this form. Or bring the proof to us. <div style="border: 1px solid black; width: 100%; height: 20px; text-align: center; margin-top: 5px;"> / / </div>
What was the date when you got the successful decision of your asylum application?		
Have you or your partner been supported by the Home Office while waiting for a decision on your asylum application?	No <input type="checkbox"/> Please go to Part 11 . Yes <input type="checkbox"/> Send us details of any support given to you by the Home Office. For example, a letter from the Home Office which tells us about these things.	No <input type="checkbox"/> Please go to Part 11 . Yes <input type="checkbox"/> Send us details of any support given to you by the Home Office. For example, a letter from the Home Office which tells us about these things.

Part 11: When you want to apply from



Please read **Part 11** of the booklet **Notes to help you fill in the form** before you fill in this part.

When do you want to apply from?

We will consider your application from the date you choose.

Please tick one box.

What date do you want to apply from?

Please tell us why you think you qualify from this date.

If you need to tell us more, please use the space at **Part 12**.

The qualifying age Go to **Part 12**.

Another date Please tell us about this below.

If this date is in the past, please tell us about how your circumstances have changed since then. To find out what you need to tell us, please read **Part 11** of the booklet **Notes to help you fill in the form**.

Part 12: Other information



Please read **Part 12** of the booklet **Notes to help you fill in the form** before you fill in this part.

Please use this space to tell us anything else you think we might need to know.

You can continue on a separate sheet of paper if you need to.

If you continue on a separate sheet of paper, please make sure you:

- sign and date it, and
- write your full name, address and National Insurance (NI) number on it

Part 13: How we pay you

! Please read **Part 13** of the booklet **Notes to help you fill in the form** before you fill in this part.

We normally pay Pension Credit into an account.

Please tell us your account details below. By giving us your account details you are agreeing to be paid by Direct Payment and understand the information in Part 12 of the information booklet about being overpaid.

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.

You can find the account details on your chequebook or bank statements. If you are not sure about the details, ask the bank or building society.

If you are going to open an account, please tell us your account details as soon as you get them.

If you do not have an account, please contact us and we will give you more information.

How often do you want to be paid?

- 4-weekly
- fortnightly
- weekly

About the account you want to use

Name of the account holder

Please write the name of the account holder exactly as it is shown on the chequebook or statement.

Full name of bank or building society

Sort code

Please tell us all 6 numbers, for example 12-34-56.

 - -

Account number

Most account numbers are 8 numbers long. If your account number has fewer than 10 numbers, please fill in the numbers from the left.

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.

Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.

Part 14: Your declaration

I agree that the information I've given is complete and correct.

While I'm receiving Pension Credit I'll report changes to my circumstances straightaway by calling the Department for Work and Pensions.

If I give wrong or incomplete information, or I don't report changes straightaway, I may:

- be prosecuted
- need to pay a financial penalty
- have my Pension Credit reduced or stopped
- be paid too much Pension Credit and have to pay the money back

Please sign the form here

Your signature

Date



Please read **Part 14** of the booklet **Notes to help you fill in the form** before you fill in this part.

Have you signed this form for someone else?

No Please go to **Part 15**.

Yes Please tell us about yourself below.

Your contact address

if it is different from above

Your daytime phone number

if you have one

What is this number?

Please tick.

Home Work Mobile Fax

Your National Insurance (NI) number

Letters Numbers Letter

Part 15: What to do now

Please make sure you have signed and dated the declaration in Part 14.

Please check:

- **that you are sending us all the original documents we have asked for –** for example, pension payslips
- **that you have answered all the questions on this form that apply to you and your partner, if you have one, and**
- **that you have filled in form MI12, if we included one with this application form**

Please tick which original documents you are sending us.

We will return all the documents to you.

We will do our best to return them to you within five working days of receiving them.

- Proof of service charges.
- Proof of ground rent or ground annual.
- Proof of a private or works pension or any other pension – except a State Pension paid by the Department for Work and Pensions.
- Proof of money coming in.

Then send your forms and documents to us.

Use the envelope that came with this form. It does not need a stamp.

Please tell us about any change to your personal circumstances

You must tell the Department for Work and Pensions straightaway by using the number at the top of this form if there is a change in your circumstances and those of your partner (if you have one).

If you give wrong or incomplete information, or you don't report changes straightaway, you may:

- not receive the full amount of Pension Credit you are entitled to
- be paid too much and have to pay the money back
- have your Pension Credit reduced or stopped
- need to pay a financial penalty

How the Department for Work and Pensions collects and uses information

When we collect information about you we may use it for any of our purposes. These include dealing with:

- social security benefits and allowances
- child support
- employment and training
- financial planning for retirement
- occupational and personal pension schemes

We may get information about you from others for any of our purposes if the law allows us to do so. We may also share information with certain other organisations if the law allows us to.

To find out more about how we use information, visit our website at www.dwp.gov.uk/privacy-policy or contact any of our offices.

Please return this form to this address.

Put the form in the envelope that came with the form and make sure the address shows through the envelope window. The envelope does not need a stamp.



For office use only

I have read back to the customer the entries I made on this form based on the information they gave me. The customer agreed they were correct.

Interviewing officer's signature

Customer's signature

Date of signature

Date of issue

Initial date of contact

Date of application

Date of entitlement

