



Application form for Maternity Benefit

How to complete application form for Maternity Benefit.

- Please tear off this page and use as a guide to filling in this form.
- Please use **BLACK** ball point pen.
- Please use **BLOCK LETTERS** and place an X in the relevant boxes.
- Please answer **all questions** that apply to you. If a question does not apply to you, please leave the answer area blank.
- You need a Personal Public Service Number (PPS No.) before you apply.

If you are an employee fill in **Parts 1, 2, 3, 5, 7 and 8** as they apply to you. You should have **your employer** complete **Part 4**. You should have your **doctor** complete **Part 6**. When form is completed, read **Part 9** and sign declaration in **Part 1**.

If you are self-employed you fill in **Parts 1, 2, 3, 5, 7 and 8** as they apply to you. You should have your doctor complete **Part 6**. When form is completed, read **Part 9** and sign declaration in **Part 1**.

If you need any help to complete this form, please contact your local Social Welfare Office or Citizens Information Centre.

For more information, log on to www.welfare.ie.

Important:

Submit this form at least 6 weeks (12 weeks if self-employed) before you intend to start maternity leave.

Please do not submit this form more than 16 weeks before the end of the week in which your baby is due.

How to fill in first page of this form

To help us in processing your claim:

- Print letters and numbers clearly.
- Use one box for each character (letter or number).

Please see example below.

1. Your PPS No.:	1	2	3	4	5	6	7	T												
2. Title: (insert an 'X' or specify)	Mr.	<input type="checkbox"/>	Mrs.	<input checked="" type="checkbox"/>	Ms.	<input type="checkbox"/>	Other													
3. Surname:	M	U	R	P	H	Y														
4. First name(s):	M	A	U	R	E	E	N													
5. Your first name as it appears on your birth certificate:	M	A	R	Y																
6. Birth surname:	M	C	D	E	R	M	O	T	T											
7. Your mother's birth surname:	K	E	L	L	Y															
8. Your date of birth:	2	8		0	2		1	9	7	0										
	D	D		M	M		Y	Y	Y	Y										

Contact Details

9. Your address:	1		N	E	W		S	T	R	E	E	T									
	O	L	D			T	O	W	N												
	C	O		D	O	N	E	G	A	L											
10. Your telephone number:	0	1	7	0	4	3	0	0	0												
	LANDLINE																				
	0	8	6	1	2	3	4	5	6	7											
	MOBILE																				
11. Your email address:	M	M	U	R	P	H	Y	@	W	E	L	F	A	R	E	.	I	E			

SAMPLE



Application form for Maternity Benefit

Part 1

Your own details

1. Your PPS No.:

2. Title: (insert an 'X' or specify) Mr. Mrs. Ms. Other

3. Surname:

4. First name(s):

5. Your first name as it appears on your birth certificate:

6. Birth surname:

7. Your mother's birth surname:

8. Your date of birth:

D D M M Y Y Y Y

Contact Details

9. Your address:

10. Your telephone number:
 LANDLINE
 MOBILE

11. Your email address:

Declaration

I declare that all the information I have given on this form is accurate.
I will tell the Department when my means or circumstances change.

Signature (not block letters)

Date:

D D M M 2 0 Y Y Y Y

Warning: If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.



Part 1 continued

Your own details

12. Are you?

- Single Widowed Remarried Divorced
 Married Cohabiting Separated

13. If you are married or cohabiting, from what date?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Part 2

Your work and claim details

14. Are you employed at present?

- Yes No

You are 'employed' when you work for another person or company and you get paid for this work.

If yes, please state:

Employer's name:

<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"/>	<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"/>	<input type="text"/>
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Employer's address:

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Employer's telephone number:

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LANDLINE

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MOBILE

Job title:

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Gross weekly earnings: € , . a week

'Gross pay' is your pay before tax, PRSI, union dues or other deductions.

Do you currently have more than one employment?

- Yes No

Please note that if you have more than one employer, each employer must complete **Part 4**. A photocopy of **Part 4** or a letter containing the same information will do.

15. If you have left work, please state the date you left?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Please enclose a copy of your P45 showing the date you left work.

Your last employer's name:

<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"/>	<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"/>	<input type="text"/>
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Their address:

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Part 2 continued

Your work and claim details

Employer's telephone number:

Grid for telephone number (14 boxes)

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MOBILE

Job title:

Grid for job title (20 boxes)

16. If you started work within the last 3 years, when did you start?

Grid for start date (DD MM YYYY)

17. Are you related to your employer?

Yes/No checkboxes

If 'Yes', how are you related to them?

Grid for relationship (14 boxes)

If you are an employee your employer(s) must complete Part 4.

18. If you are getting a pension or allowance from another country, please state:

Name of country:

Grid for country name (20 boxes)

Your claim or reference number:

Grid for claim number (14 boxes)

Amount:

€ [] , [] [] [] . [] [] a week

19. Have you 'signed' for Jobseeker's Benefit or Allowance or for 'credits' during the last 2 years?

Yes/No checkboxes

If you have received any social welfare payments other than Child Benefit in the last 2 years, you may be entitled to credited contributions ('credits') to help you qualify for Maternity Benefit.

20. If you have ever lived or been employed in another EU country, please specify the details below.

Country 1

Country:

Grid for country (14 boxes)

Employer's name:

Grid for employer name (14 boxes)

Employer's address:

Grid for employer address (5 lines of 14 boxes)

Your social insurance number while there:

Grid for social insurance number (10 boxes)

Dates you worked there:

From: DD MM YYYY

To: DD MM YYYY

D D M M Y Y Y Y

Type of work:

Grid for type of work (14 boxes)

Note: A separate sheet of paper can be used for more details if needed.



21. Are you or have you ever been self-employed? Yes No

If 'No', please go to Part 3.

If 'Yes', please complete fully the remainder of this section.

Your occupation:

Date you started self-employment:

D D M M Y Y Y Y

If you are no longer self-employed, when were you last self-employed?

D D M M Y Y Y Y

If you recently started self-employment, please send confirmation of registration from Revenue.

Please state your:

Business name:

Business address:

Your business telephone number: LANDLINE
 MOBILE

Your business registration number:

22. When do you intend to start maternity leave?

D D M M Y Y Y Y

23. Date you intend to return to self-employment after your maternity leave?

D D M M Y Y Y Y

24. Is your company a limited company? Yes No

If 'Yes', attach a copy of your P35 for the appropriate year(s).

25. Are you a sole trader? Yes No

If 'Yes', attach a Notice of Assessment of Tax for the appropriate tax year(s).

Remember to send in the relevant certificates and documents with this application.



Your Maternity Benefit will be paid by direct payment each week in advance to an active bank or building society account. This must be a current or deposit savings account, not a mortgage account.

Financial Institution

You will get the following details printed on statements from your financial institution.

Name of financial institution:

Sort code:

Account number:

Bank Identifier Code (BIC):

International Bank Account Number (IBAN):

Name(s) of account holder(s):
Name 1:

Name 2 (if any):

Note: If you want us to make your payment to your employer, please sign here.

I (please sign) _____ authorise the Department of Social and Family Affairs to pay my Maternity Benefit to my employer's bank or building society account.



TO BE COMPLETED BY EMPLOYERS ONLY

Employers: please read the following information before answering questions 26 to 29.

- A woman should apply for Maternity Benefit 6 weeks before she starts her maternity leave.
- If this form is completed early, you can forecast your employee's PRSI contributions up to the date she starts maternity leave.
- To qualify for the maximum period of 26 weeks maternity leave, an employee must take at least 2 weeks before the end of the week in which her baby is due.
- You must complete the 'From' and 'To' dates for the period of maternity leave, whether or not the employee is returning to work.
- Please make sure you SIGN and STAMP this part of the form.
- If your employee has been working for you for less than 12 months before the start of her maternity leave, please forward a copy of her P45 from her previous employment.

26. What is your employee's full name?

27. Please confirm her PPS No?

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28. Please give details of your employee's PRSI record for the 12 month period immediately before her maternity leave starts.

Period of employment:

From:					Number of weeks:			PRSI class:	
To:									
	D D	M M	Y Y Y Y						

If your employee has more than one class of PRSI (for example, if their PRSI changed from Class A to Class J), please give details.

Period of employment:

From:					Number of weeks:			PRSI class:	
To:									
	D D	M M	Y Y Y Y						

29. Please give full details of your employee's maternity leave dates.

From:			
To:			
	D D	M M	Y Y Y Y

Employers: please note this section continues on the next page.



Part 4 continued

Employer's information

I/We certify that the employee is entitled to the period of maternity leave stated across.

Signed by or for employer

Signature (not block letters)

Position in company or organisation

Employer's official stamp

Date:

D D

M M

2 0

Y Y Y Y

Employer's registered number:

Employer's telephone number:

LANDLINE

MOBILE

Warning

If you make a false or misleading statement to obtain Maternity Benefit for another person, you may face a fine, a prison sentence of up to 3 years, or both.

Part 5

Details of your qualified child(ren)

30. How many children do you wish to claim for?

under age 18

age 18 - 22 in full-time education

You must attach written confirmation from the school or college for the children aged 18 - 22

Please state child's:

Surname:

First name(s):

PPS No.:

Surname:

First name(s):

PPS No.:

Surname:

First name(s):

PPS No.:



Part 5

Details of your qualified child(ren)

Surname:

First name(s):

PPS No.:

Surname:

First name(s):

PPS No.:

Part 6

Your maternity details (your doctor completes this)

Your doctor should only complete this section after your 24th week of pregnancy.

I certify that I have examined

and

(Name of applicant)

that in my opinion she may expect to give birth on

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y

Date of examination

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y

Doctor's name.

Address:

DSFA panel number

Doctor's Signature (not block letters)

Doctor's official stamp



Part 7

Your spouse's or partner's details

31. Their PPS No.:

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32. Title: (insert an 'X' or specify)

Mr. Mrs. Ms. Other

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33. Their surname:

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34. Their first name(s):

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35. Their birth surname:

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36. Their mother's birth surname:

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37. Their date of birth:

D	D	M	M	Y	Y	Y	Y		

38. Their address:

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Only answer this question if you are married and do not live together.

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Part 8

Your spouse's or partner's work and claim details

You may claim an increase for your spouse or partner if their gross weekly pay is less than €310 per week.

39. Do you wish to claim an increase for your spouse or partner?

Yes No

If 'No', please go to Part 9.

If 'Yes', please complete fully the remainder of this section and remember to include your spouse's or partner's 6 most recent payslips with your application.

40. If they are employed or self-employed, please state:

Gross income: €

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 a week

41. If they have income from any other source, such as an occupational pension, please state:

Gross income: €

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 a week

42. If your spouse or partner is getting or has applied for any payment(s) from this Department or from the Health Service Executive, please state:

Name of payment:

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Amount: €

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 a week

43. If they are getting a pension or allowance from another country, please state:

Name of country:

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Their claim or reference number:

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Amount (in euros): €

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 a week



Has your employer completed Part 4?

Has your doctor completed Part 6 after your 24th week of pregnancy?

Have you enclosed the following?

Your marriage certificate (if you were married outside the Republic of Ireland since you were last in touch with this Department)

Your P45 (if applicable)

If you are self-employed:

Your P35 (if applicable)

Notice of Assessment of Tax (if applicable)

Please remember to sign the declaration in Part 1.

Send this completed application form to:

Maternity Benefit Section

Social Welfare Services
St. Oliver Plunkett Road
Letterkenny
Co. Donegal

Warning: If you make a false statement or withhold information you can face a fine, a prison sentence or both.

Data Protection and Freedom of Information

We, the Department of Social and Family Affairs, will treat all information and personal data you give as confidential. We will only disclose it to other people or bodies according to the law.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.

