

International Pensions Direct Payment

The Pension Service
Tyneview Park
Newcastle upon Tyne
ENGLAND NE98 1BA



Notes to help you fill in Part 9 of IPC BR1 Directgov

What is International Pensions Direct Payment?

International Pensions Direct Payment is a way of paying your pension or benefit in local currency direct to an account of your choice outside the United Kingdom.

The advantages

Getting your money paid in this way has many advantages. We recommend you get your money this way because:

- it is secure
- it is convenient
- you will benefit from competitive exchange rates based on bulk buying of currency
- there are no postal delays
- there are no cheque clearance delays
- it is less expensive for us to arrange, which saves taxpayers' money.

How does it work?

The £ sterling value of your money will be converted to local currency and paid directly to your account. Your pension or benefit will be paid in arrears.

You can choose to be paid at the end of 4 or 13 weeks

If you choose to be paid every 4 weeks

The money will be paid into an account for you in the week following each 4 week period. Your first payment might cover a period of 2 to 5 weeks, but after this all payments will cover a 4 week period.

If you choose to be paid every 13 weeks

The money will be paid into an account for you in the week following each 13 week period. Your first payment might cover a period of 2 to 14 weeks, but after this all payments will cover a 13 week period.

But if you are only going to get a small State Pension or benefit you will be paid once a year.

You can work out what exchange rate has been used for each payment by dividing the amount by the £ sterling value of your money.

Notes to help you fill in Part 9 of IPC BR1 Directgov - continued

Choosing an account

You can have your money paid in the currency of the country in which your bank account is held.

You can use:

- an account in your name;
- a joint account; or
- someone else's account - subject to the terms and conditions of the account and as long as you have the other person's permission and authorise them to use the money in the way you tell them.

If you are an appointee or a legal representative acting on behalf of a customer, the account should be in your name only.

Finding out how much is paid into the account

We will tell you when the first payment will be made, and how much it is for in £ sterling. After that, please check with your bank or financial institution to find out how much is paid into the account. Please get in touch with us if you think you have not been paid the right amount of money.

Changes in pension or benefit

We will tell you when the money you get from us goes up.

The amount of money we send you may change because of currency exchange rates.

What happens if the wrong amount of money is paid into the account

If we pay you too much money, we have the right to recover any money paid to you which you are not entitled to. This may be because of the way the Direct Payment system works. For example, you may give us information which means you are entitled to less money but we may not be able to change the amount we have already sent. If this happens we will contact you before we recover any money.

Important additional information

You must tell us straight away when your bank or account details change. If you do not, your payments may be delayed.

If you require further information, please contact us on +44 191 218 7777.

You may find it useful to keep these notes.

State Pension claim form

Part 1 About you

Benefit you can get because of this claim can be paid more quickly if you:-

- answer all the questions on the form that apply to you, and your husband, wife or civil partner if you have one
- send us all the documents we ask for with this form.

If you cannot do this, get in touch with us, but benefit you can get because of this claim may be delayed.

Please tell us your National Insurance (NI) Number

You can find your NI number on your NI number card, letters from social security or payslips. But do not delay sending in this form if you cannot find the number.

- If you do not know your NI number, have you ever had one or used one at any time?

Letters Numbers Letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

No
Yes

Surname or family name

All other names, in full

Title

All other surnames or family names you have been known by or are using now Please include maiden name, all former married names and all changes of family name.

Your permanent address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Phone number Add your national and local area code

What is this number? Please tick

Home Work Mobile Fax

Part 1 About you - continued

Date of birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please send us your birth certificate

We need the original certificate. If you do not wish to send your original certificate a photocopy may be acceptable **but only if** the photocopy has been stamped and signed by any of the following

- a civil servant
- or • a doctor or surgeon registered under the laws of the country where the declaration is made
- or • a minister of religion
- or • a barrister, solicitor or advocate authorised to practice in the country where the declaration is made
- or • a notary public or any person allowed to administer oaths in the country where the declaration is made
- or • an officer of a bank authorised to sign documents on the customer's behalf
- or • a magistrate

If you do not have your birth certificate, and are unable to send it quickly, do not delay sending in this claim form.

You must remember to send us all the documents we ask for. If you do not, benefit you can get because of this claim may be delayed.

Other documents on which your date of birth is recorded may be acceptable.

Are you sending your birth certificate with this form?

- No Please fill in the rest of this form.
Yes We will send the certificate back to you as soon as we can.

For official use only

Nature of evidence

Verified by

Checked by

Certificate returned by

on

Part 1 About you - continued

Please tell us about anytime you spent in the United Kingdom or the Isle of Man. Include any holidays. If you need more space use the space in Part 10 at the end of this form.

Day Month Year
From / /

Day Month Year
From / /

Day Month Year
From / /

Day Month Year
From / /

Day Month Year
To / /

Day Month Year
To / /

Day Month Year
To / /

Day Month Year
To / /

Have you ever been in HM Forces?

No

Yes Which service were you in?

Army Navy RAF

Please tell us

the date you enlisted

Day Month Year
/ /

the date you were discharged

Day Month Year
/ /

where you were discharged

the Regiment or corps you were in

your service number

your rank

Part 1 About you - continued

Did you work for an employer in the United Kingdom or the Isle of Man?

No Please go to **Part 2**.

Yes Please tell us about any employers you have had. If you have had more than 2 employers, tell us about them in **Part 10**.

Employer's name and address
If you know the wages are dealt with at a different address, please give us that address, including the postcode.

Employer 1

Postcode

Employer 2

Postcode

The date you started work for this employer

Day	Month	Year
/	/	

Day	Month	Year
/	/	

Date you stopped work for this employer if you have stopped working for them

Day	Month	Year
/	/	

Day	Month	Year
/	/	

Payroll, staff or other reference number

--

--

Do you have a United Kingdom tax reference number?

No

Yes Please tell us your number, if you know it.

You can find this on letters about tax from HM Revenue & Customs.

Look for your tax reference number - not your tax code.

--

Do you have any contribution or insurance record cards or notices that show you were employed in the United Kingdom?

No

Yes Please send us the original documents, not photocopies.

Part 2 About your husband, wife or civil partner

What is your current marital or civil partnership status?

If married more than once give details of previous marriages in **Part 10**

- Single Please go to **Part 4**
- Married or civil partner
- Divorced or civil partnership dissolved
- Marriage or civil partnership annulled
- Separated
- Widowed or surviving civil partner

Tell us about your husband, wife or civil partner

Their surname or family name

Their other names

Any other names by which they have been known

Their National Insurance (NI) number if you know it

Letters	Numbers			Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you do not know their NI number did they ever work or live in the United Kingdom?

- No
- Yes

Their address, if different from yours

Their date of birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of marriage or civil partnership formation

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of divorce, annulment or civil partnership dissolution

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

The date they died, if you are widowed or a surviving civil partner

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

For official use only

Husband's status before marriage

Details of wife immediately before marriage (status)

Details of wife immediately before marriage (Surname)

Details of wife immediately before marriage eg. maiden name

Part 2 About your husband, wife or civil partner - continued

1. If you are married or a civil partner please send us your marriage certificate or civil partnership certificate.
2. If you are widowed or a surviving civil partner please send us your late husband's, late wife's or late civil partner's death certificate and your marriage certificate or civil partnership certificate.
If you are getting United Kingdom Widow's Benefit or Bereavement Benefit there is no need to send these certificates as we already have these details.

You must remember to send us all the documents we ask for. If you do not, benefit you can get because of this claim may be delayed. Other documents on which dates are recorded may be acceptable. If you do not wish to send your original certificates photocopies may be acceptable - please see the notes on page 2 of this form.

Are you sending your marriage or civil partnership certificate with this form?

- No Please fill in the rest of this form including **Part 3**
 Yes We will send the certificate back as soon as we can. Please fill in the rest of this form. You need not fill in **Part 3**.

Are you sending your decree absolute, decree of divorce, certificate of annulment or confirmation of dissolution of civil partnership with this form?

- No Please fill in the rest of this form including **Part 3**
 Yes We will send the certificate back as soon as we can. Please fill in the rest of this form. You need not fill in **Part 3**.

Are you sending your late husband's, late wife's or late civil partner's death certificate with this form?

- No Please fill in the rest of this form including **Part 3**
 Yes We will send the certificate back as soon as we can. Please fill in the rest of this form. You need not fill in **Part 3**.

For official use only

Nature of evidence

Verified by

Checked by

Certificate returned by

on

Nature of evidence

Verified by

Checked by

Certificate returned by

on

Nature of evidence

Verified by

Checked by

Certificate returned by

on

Evidence of dates of birth, marriage, formation of civil partnership, divorce, dissolution of civil partnership, annulment or death

Part 3

If you do not have the necessary birth, marriage, divorce, annulment or death certificate and the event took place in

- Great Britain
- Northern Ireland
- The Isle of Man
- The Channel Islands
- Ireland

or a civil partnership certificate or confirmation of dissolution of civil partnership and the event took place in

- Great Britain
- Northern Ireland

please give the appropriate information below.

With this information we can look for proof of the event from official records. This could take some time and may delay a decision on your claim.

If you do not have the necessary certificate and the event took place in a country which is not listed opposite we will not be able to look for proof from official records. Please try to get a certificate or some other proof of the event and send it to us as soon as you can.

You must remember to send us all the documents we ask for.

If you do not, benefit you can get because of this claim may be delayed.

Details of your birth

Address where you were born

Father's full name

Mother's full name

Mother's name before marriage

**Part 3 Evidence of dates of birth, marriage, formation of civil partnership, divorce,
dissolution of civil partnership, annulment or death - continued**

Details of marriage or civil partnership

**Address where you were married or
formed a civil partnership**

Maiden name of wife

--

Any other surnames of wife or civil partner

--

Full name of wife's or civil partner's father

--

Part 3 Evidence of dates of birth, marriage, formation of civil partnership, divorce, dissolution of civil partnership, annulment or death - continued

Details of divorce, annulment or dissolution of civil partnership

Address where you were married or formed a civil partnership

Address where you were divorced, your marriage was annulled or your civil partnership was dissolved

Full name of petitioner

--

Details of death of your late husband, wife or civil partner

Address of the place of death

Where and when was the death registered

--

Day Month Year

/	/
---	---

Part 4 When to claim State Pension

You will normally get your money from the State Pension payday on or after the date you claim from. This payday is a fixed day of the week when you get your money for that week.

Any money that you earn will not affect your State Pension.

If you are a man – your 65th birthday

If you put off getting your State Pension after you are 65, you may get extra State Pension or a lump sum when you do get your State Pension.

If you are a woman – your State Pension age

If you are claiming State Pension on your husband's NI contributions, you cannot be entitled from a date earlier than his 65th birthday.

If you are getting Widow's/Bereavement Benefit your payday will stay as it is.

If you put off getting your State Pension from the date you reach State Pension age, you may get extra State Pension or a lump sum when you do get your State Pension.

Notes

- We can accept your claim if it is received no earlier than 4 months before the date you wish to get State Pension, or the date you reach State Pension age whichever is the later.
- If you put off claiming your State Pension from the date you are entitled, you can get extra State Pension or a one-off taxable lump sum payment. You can find out more about putting off claiming your State Pension and the effect on increases for adults who depend on you in leaflet *Your State Pension Choice - Pension now or extra pension later: A guide to State Pension Deferral*.
- The minimum period you must put off claiming your State Pension to get extra State Pension is 5 weeks or 12 months to get a lump sum payment. Extra State Pension or lump sum payments are worked out over the time you put off claiming your State Pension.
- Your State Pension cannot be backdated more than 12 months before the date your claim is received. If you backdate your claim this will affect any extra State Pension or lump sum payment you could get. (If you have already submitted a valid claim to a country which has a social security agreement with the United Kingdom, or a country that applies the European Community rules on social security, it may be possible to accept an earlier date of claim for United Kingdom State Pension purposes).
- You can find out more about State Pension in leaflet *State pensions - Your guide*. You can access the leaflet on the internet at www.direct.gov.uk/pensions or request by phone on **+44 191 21 87777**.

Part 4 When to claim your State Pension - continued

What date do you want to claim your State Pension from?

If no date is input this may delay payment of your State Pension

Insert the date

Part 5 About National Insurance (NI) contributions

If you are a married woman or a widow

Have you been self-employed in the United Kingdom or the Isle of Man at any time since 6 April 1978? No Yes

Have you been paying reduced rate NI contributions? No Yes

Part 6 About other benefits or entitlements

We need to know if you, your husband, wife or civil partner are getting any benefits or entitlements from the Department for Work and Pensions or any other United Kingdom government department, as they will normally affect your basic State Pension. It will usually be reduced by the amount of the other benefit.

Are you, your husband, wife or civil partner getting any of these benefits or entitlements from the United Kingdom or the Isle of Man? Or have you received any of these benefits or entitlements since you reached State Pension age?

Tick **Yes** if you, your husband, wife or civil partner are waiting to hear about a benefit.

- Attendance Allowance
- Bereavement Benefit
- Carer's Allowance
- Child Benefit
- Disability Living Allowance
- Employment and Support Allowance
- Graduated Retirement Benefit
- Guardian's Allowance
- Incapacity Benefit
- Income Support
- Industrial Death Benefit
- Jobseeker's Allowance
- Pension Credit
- Reduced Earnings Allowance
- Severe Disablement Allowance
- State Pension
- Temporary Allowance for Widows
- Unemployability Supplement

paid because of
- a war disability due to service with HM forces
or - an industrial accident or disease.

- War Widow's or Widower's Pension
- Widow's Benefit
- Working Tax Credit

No

Yes Please tell us about the benefits or entitlements.

Benefit 1

Name of benefit or entitlement

Who is getting this or waiting to hear about this?

You Your husband, wife or civil partner

Reference number, if known

This is on letters about the benefit or entitlement.

Benefit 2

Name of benefit or entitlement

Who is getting this or waiting to hear about this?

You Your husband, wife or civil partner

Reference number, if known

This is on letters about the benefit or entitlement.

Benefit 3

Name of benefit

Who is getting this or waiting to hear about this?

You Your husband, wife or civil partner

Reference number, if known

This is on letters about the benefit or entitlement.

If you, your husband, wife or civil partner get more than 3 benefits or entitlements, tell us about them in **Part 10**.

Part 6 About other benefits or entitlement - continued

Is anyone getting an increase of their social security benefit or entitlement for you?

No

Yes Which benefit or entitlement are they getting increased?

What is the reference number of the benefit or entitlement?

This is on letters about the benefit or entitlement.

Have you been in receipt of United Kingdom Child Benefit at any time since 1978?

No

Yes

Are you, your husband, wife or civil partner getting any social security benefits from

- another country
- State Social Security Authority
- waiting to hear about a claim for a benefit?

No

Yes Please tell us about the benefits. If you need more space use the space in **Part 10** at the end of this form.

We only want to know about benefits paid by a State Social Security Authority

Name of benefit

Who is getting this or waiting to hear about this?

You Your husband, wife or civil partner

Reference number, if known

This is on letters about the benefit.

Name and address of State Social Security Authority

Part 7 Living or working outside the United Kingdom

- We need to know about the time that you have lived or worked outside the United Kingdom. This is because if you paid into the social security system in another country, it **may** count towards your State Pension. We may need to forward details of your United Kingdom claim to them and exchange information with them about the contributions made and any entitlement that you may have under their scheme.
- You do **not** need to tell us about any time that you were overseas with HM Forces. Please tell us about any time that you have lived in -
 - a country outside the United Kingdom
 - the Channel Islands
 - Ireland
- If you do not give us this information now you **may** suffer loss of/or delay in getting your United Kingdom pension. This may also apply to any foreign pension to which you may be entitled.

What is your nationality?

Please tell us about the time you have lived or worked outside the United Kingdom. If you have lived or worked in more than 2 countries, tell us about them in Part 10

	Country 1	Country 2
	Lived <input type="radio"/>	Lived <input type="radio"/>
	Worked <input type="radio"/>	Worked <input type="radio"/>
Country you lived or worked in	<input type="text"/>	<input type="text"/>
When you lived or worked there	Day Month Year From / /	Day Month Year From / /
	Day Month Year To / /	Day Month Year To / /
Did you pay into the social security scheme of that country?	No <input type="radio"/>	No <input type="radio"/>
	Yes <input type="radio"/> What was your social security reference number?	Yes <input type="radio"/> What was your social security reference number?
	<input type="text"/>	<input type="text"/>
Name and address of Social Security Authority	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Part 8 Time in hospital

Have you been in a hospital

- in the United Kingdom or Isle of Man
- Leopardstown Park Hospital, Dublin
- whilst in British Forces Posted Overseas

since you reached State Pension age, or the date you want to start receiving your State Pension from?

No

Yes Please tell us the name and address of the hospital, the date you went into hospital and the date you left hospital.

Name of hospital

Address and postcode of hospital

Postcode

Hospital phone number

Code	Number
------	--------

Ward name or number

Date you went into hospital

Day	Month	Year
/	/	/

Date you came out of hospital

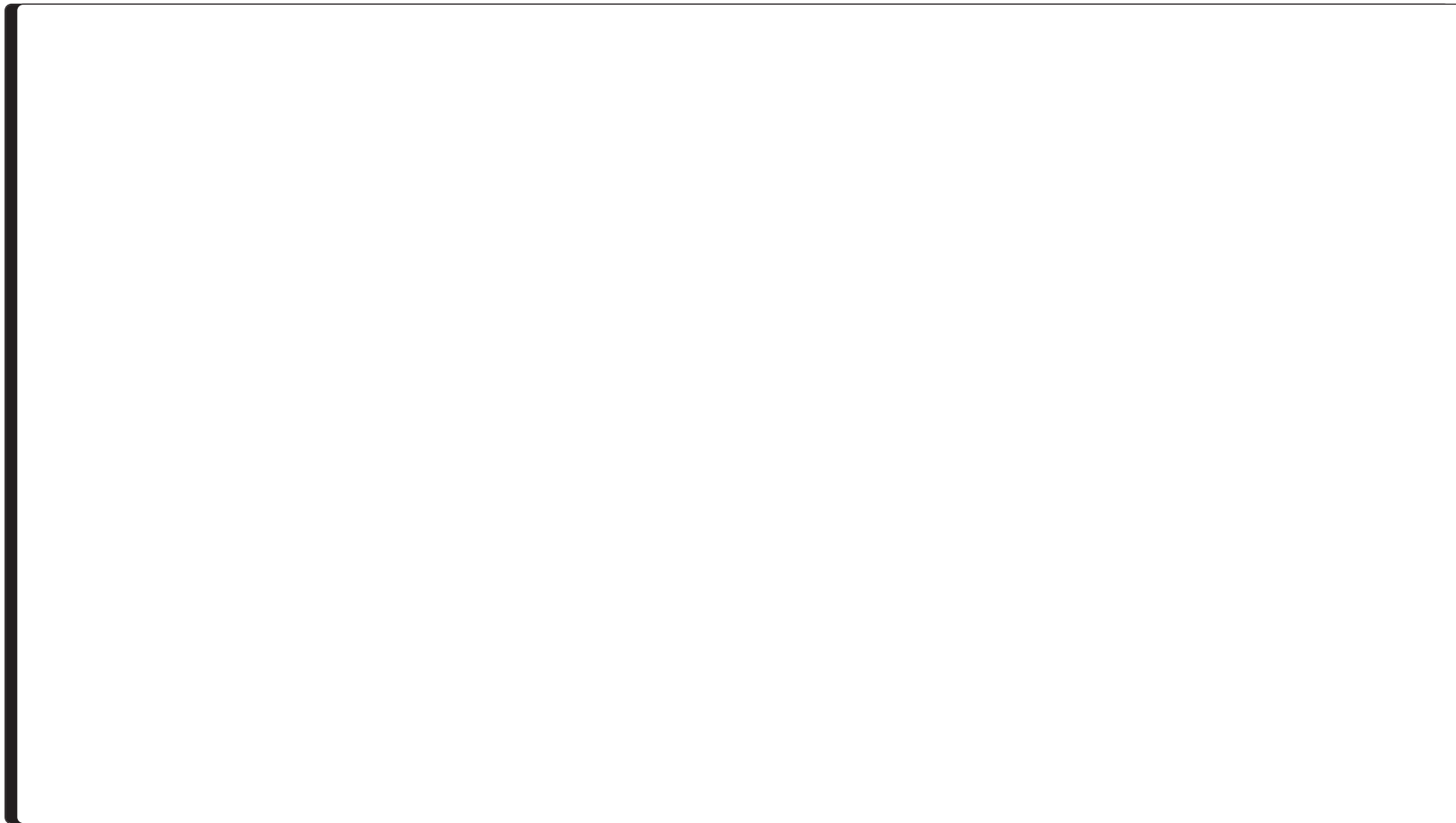
Day	Month	Year
/	/	/

Part 10 Other information

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

You can continue on a separate piece of paper if you need to. If you continue on a separate piece of paper, make sure you

- write your full name, address and NI number on it
- sign and date it

A large, empty rectangular box with a thin black border, intended for the user to provide additional information as instructed in the text above.

Part 11 Declaration

I **understand** that I must promptly tell The Pension Service, by phone or in writing, of anything that may affect my entitlement to, or the amount of, my State Pension.

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 false information, I may be liable to prosecution or other action.

I **understand** that if I fail to promptly notify the Department of a change in circumstances, I may be liable to prosecution or other action.

This is my claim for State Pension

Signature

Date

Day	Month	Year
/	/	

When you return your claim form

We will make enquiries for you so that we can consider your claim for pension or benefit. This can take around 8 weeks from the date we get your claim.

About your claim

It would help if you did not phone us to check on the progress we are making unless you want to report a change that would affect your claim - for example, bank details etc.

We will only acknowledge your claim if you are sending a birth, marriage, civil partnership, dissolution of civil partnership, divorce, annulment or death certificate with this form. If you are not sending any certificates but would like an acknowledgement, please tick this box

Part 12 What to do now

- 1. Check that you have answered all the questions on this form that apply to you.**
- 2. Check that you are sending us all the documents we have asked for.**
These could be your birth certificate, your marriage certificate, your civil partnership certificate, your decree absolute or decree of divorce, your dissolution of civil partnership document, certificate of annulment or death certificate.
- 3. Check that you have signed this form.**
- 4. When to claim - If you want to claim your State Pension now, please send this form to us without delay.**
You can get your State Pension paid more quickly if you:-
 - answer all the questions on the form that apply to you, and your husband, wife or civil partner if you have one
 - send us all the documents we ask for.**If you cannot do this, please get in touch with us, but your State Pension may be delayed or you could see a loss of your State Pension.**
- 5. Send this form and any documents to:**
The Pension Service
International Pension Centre
Tyneview Park
Newcastle upon Tyne
England NE98 1BA

Part 13 What happens next

We will write and tell you how much State Pension you can get and when it will be paid from. If you are not entitled to a State Pension we will tell you why.

Part 14 How we collect and use information

The information we collect about you and how we use it depends mainly on the reason for your business with us. But we may use it for any of the Department's purposes, which include

- social security benefits and allowances
- child support
- employment and training
- private pensions policy
- retirement planning.

We may get information from others to check the information you give to us and to improve our services. We may give information to other organisations as the law allows, for example to safeguard against crime. To find out more about how we use information, visit our website www.dwp.gov.uk/privacy.asp or contact any of our offices.



Department for
Work and Pensions