



Are you just getting by when you could be getting more?

Minimum Income Guarantee

Apply now on this form
if you are aged 60 or over

Help with this form

- You can phone the Minimum Income Guarantee Claimline. It is open Monday to Friday from 7am to 7pm. All calls to the Claimline are free. The number is **0800 028 1111**
For people with speech or hearing difficulties, the **textphone** number is **0800 028 3593**.
- You can get in touch with your social security office. You can find the phone number and address in the business section of the phone book. Look under **BENEFITS AGENCY**.
- You can ask a friend or advice centre to help you. For example, a **Citizens Advice Bureau**.

About your claim

If you can get Minimum Income Guarantee, we may be able to pay it from the date you first contacted us if you:

- answer all the questions on the form that apply to you and your partner, if you have one, and
- sign and date the form and send it back to us with all the documents we have asked for by
/ /

If we get your form back after this date, you may only get money from the date you provide all the information we need.

You can find out more about this in the booklet **Help to make your claim** that came with this form.



Help to make your claim

Minimum Income Guarantee

- Notes to help you fill in the claim form
- Information about Minimum Income Guarantee

About this booklet

This booklet tells you how to claim Minimum Income Guarantee. It includes advice on filling in the claim form.

If you live permanently in a residential care home or nursing home, ask your social security office for claim pack **MIG1R** instead.

About Minimum Income Guarantee

Minimum Income Guarantee is the new name for Income Support for people aged 60 and over.

Minimum Income Guarantee may be paid to people aged 60 and over who have:

- no savings or savings of £12,000 or less, and
- a low weekly income to live on.

For a couple, does the £12,000 savings limit apply to each partner separately?

No. We add their savings together to get a combined total for the couple as a whole. This combined total must be £12,000 or less for Minimum Income Guarantee to be paid.

My partner is under 60. Can I still claim?

Yes. If you are 60 or over, you can claim for yourself and your partner, whatever their age.

What if someone is staying temporarily in a residential care home or nursing home?

If you or your partner are aged over 60 and are in a residential care home or nursing home temporarily, you may get Minimum Income Guarantee if you have:

- no savings, or savings of £12,000 or less, and
- a low weekly income to live on.

If you or your partner are aged over 60 and are in a residential care home or nursing home permanently, you may get Minimum Income Guarantee if you have:

- no savings, or savings of £16,000 or less, and
- a low weekly income to live on.

If the stay in a residential care home or nursing home is permanent, please do not fill in the form **MIG1** in this claim pack. Ask your social security office for claim pack **MIG1R**.

How much could I get?

Minimum Income Guarantee tops up the weekly income of people aged 60 and over to a minimum level set by the Government. Your Minimum Income Guarantee level depends on your circumstances.

Minimum Income Guarantee levels are made up of:

- money for you
- money for your partner, if you have one – we use 'partner' to mean a person you are married to or a person you are living with as if you are married to them
- money for any children that you get Child Benefit for – for example, a grandchild who lives with you
- money because you or your partner are aged 60 or over
- extra money for people whose living expenses are higher than others – for example, people who are disabled and live alone, or live with another disabled person
- money for certain housing costs that are not covered by Housing Benefit. Housing Benefit is help towards your rent from the local council.

When we have worked out your Minimum Income Guarantee level, we take away certain other money you already have coming in each week. The amount left over is how much Minimum Income Guarantee you will get. So Minimum Income Guarantee tops up your weekly income to a minimum level.

Here are some examples to show how much extra weekly income people can get from Minimum Income Guarantee.

Example 1

Jim is 66 and lives in his daughter's home.

He is not disabled and does not receive Attendance Allowance.

His Minimum Income Guarantee level each week is:

money for Jim	£53.95
because Jim is aged 60 or over	£44.20
Minimum Income Guarantee level	£98.15

Jim gets Retirement Pension of £75.50 a week.

He has no other income.

The amount of Minimum Income Guarantee he will get is his Minimum Income Guarantee level **less** his weekly income:

Minimum Income Guarantee level	£98.15
less total weekly income	£75.50
extra weekly income Jim will get from Minimum Income Guarantee	£22.65

How much could I get? continued

Example 2

Betty is 60 and lives alone.

She owns her own home and has a small mortgage.

She is disabled and gets Attendance Allowance.

No-one gets Invalid Care Allowance for looking after her.

Her Minimum Income Guarantee level each week is:

money for Betty	£53.95
because Betty is aged 60 or over	£44.20
help towards Betty's mortgage interest	£4.25
extra money because she is disabled and living alone	£42.25
Minimum Income Guarantee level	£144.65

Betty gets Attendance Allowance of £37.65 a week, Retirement Pension of £75.50 a week and a personal pension of £11 a week. The Attendance Allowance is ignored and is not taken into account as income.

Betty's weekly income is:

Attendance Allowance	not counted
Retirement Pension	£75.50
personal pension	£11.00
total weekly income	£86.50

The amount of Minimum Income Guarantee she will get is her Minimum Income Guarantee level less her weekly income:

Minimum Income Guarantee level	£144.65
less total weekly income	£86.50
extra weekly income Betty will get from Minimum Income Guarantee	£58.15

How much could I get? continued

Example 3

Edith is 62 and Bill is 68. They live in their own home.

They do not have a mortgage or home loan.

They are not disabled and do not get Attendance Allowance.

Their Minimum Income Guarantee level each week is:

money for Edith and Bill	£84.65
because Edith and Bill are aged 60 or over	£65.15
Minimum Income Guarantee level	£149.80

Edith has a small works pension from her last job as a dinner lady of £85 a month. Bill has his Retirement Pension of £115.90 a week.

Edith's works pension comes to £19.61 a week. So their joint income each week is:

Retirement Pension	£115.90
works pension	£19.61
total weekly income	£135.51

The amount of Minimum Income Guarantee they will get is their Minimum Income Guarantee level less their weekly income:

Minimum Income Guarantee level	£149.80
less total weekly income	£135.51
extra weekly income from Edith and Bill will get from Minimum Income Guarantee	£14.29

Other help you can get

If you are getting Minimum Income Guarantee, you and your partner, if you have one, can also get help with:

- your rent – from Housing Benefit
- your council tax – from Council Tax Benefit
- getting your travel costs back when you have to visit hospital for NHS treatment as an inpatient or outpatient. You can also claim back the fares for someone else who you need to travel with you.

You may also be able to get help from the Social Fund for unexpected expenses or paying for the funeral of a loved one.

For more information about any of the above, please get in touch with your social security office. You can find the phone number and address in the business section of the phone book. Look under **BENEFITS AGENCY**.

How do I claim?

To claim Minimum Income Guarantee, fill in the **MIG1** claim form in this pack. It is important that you:

- answer all the questions that apply to you and your partner, if you have one
- provide us with any documents we ask for on the form, and
- return the claim form and any documents we ask for by the date on the front of the claim form.

The documents you send us should be originals not photocopies.

If we do not receive original documents by the date on the front of the claim form, you may lose money.

We will return all the documents to you. We will do our best to return them within one week.

If you are worried about sending us original documents, you can:

- send them by recorded delivery or by registered post, or
- take the documents to your social security office. They will make photocopies and sign them to say they have seen the originals. They will give the documents straight back to you.

If you use recorded delivery or registered post, you will have to pay for it.

If we need more information

Sometimes we will need more information to deal with your claim. If we need more information, we will usually phone you. This saves you having to fill in more forms. But if you are not on the phone, we may need to send you another form to fill in.

Help with your claim

A free phone call to our helpful Claimline

Staff at the Claimline can fill in a claim form for you, taking you through the form step by step. They will send you the form to check and sign. They will enclose an addressed envelope so you can send the form and any documents we need to your social security office. The envelope will not need a stamp.

The Claimline is open Monday to Friday from 7am to 7pm. Calls to the Claimline are **free** except from some mobile phones.

The Claimline phone number is **0800 028 1111**

The **textphone number** is **0800 028 3593** for people with speech or hearing difficulties.

Contact your social security office

Staff at your social security office will help you. You can:

- visit the office, or
- phone the office.

They can also arrange an appointment or home visit for you. The phone number and address are in the business and services section of the phone book. Look under **BENEFITS AGENCY**.

Contact an advice centre, a friend or a relative

You can also get help from an advice centre, for example, a Citizens Advice Bureau. You can also ask a friend or relative.

What if I make a mistake on the form?

If you make a mistake filling in the form, just cross it out and put your initials next to it. There is no need to fill in another claim form.

What if I don't know the answer to a question, or I haven't got a document you ask for?

If you cannot fill in the claim form because you do not have the information we ask for, or you cannot provide us with a document we ask for:

- tell us why you cannot give us the information or documents in **Part 10 – Other information** of the claim form, and
- send us the claim form straight away so that we can look at your claim and decide if we can pay you.

How we collect and use information

Plain English Campaign's Crystal Mark does not apply to this section.

The Department for Work and Pensions collects information for social security, child support, vaccine damage, employment and training purposes. The information we collect about you will depend on the nature of your business with us but may be used for any of the Department's purposes.

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 and statistical purposes, as permitted by law.

These third parties include other government departments, local authorities, and private sector bodies such as banks and organisations that may lend you money.

We will not disclose information about you to anyone outside the Department unless the law permits us to. The Department is the Data Controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use your information, you can contact any of the Department's offices and ask for the leaflet **GL33 Data Protection Act 1998 – It affects you**. Or you can find a copy of the leaflet on our website. The address is www.dwp.gov.uk

Compliments, comments and complaints

We are committed to good customer service. We aim to give you a service that is accessible, accurate, prompt and helpful. You should never get bad service from us because of your age, race, sex, religion or disability.

Your views are important to us and help us to continually improve our service.

Please contact the Customer Services Manager at your social security office if you have any comments or complaints about any part of our service.

Part 1 About you

Use this part of the claim form to tell us your personal details.

Do I need to tell you my phone number?

You do not need to, but it is useful for us to be able to phone you if we have a question about your claim. This saves time and could save you having to fill in more forms. We will not phone you unless we need to and we will keep your number confidential. There is more about this on **page 9** of this booklet under **How we collect and use information**.

Why do you need to know if I am registered blind?

We need to know if you are registered blind because we may be able to pay you extra Minimum Income Guarantee.

What if I live in a residential care home or nursing home?

If your permanent address is a residential care home or nursing home, do not fill in the form **MIG1** in this claim pack. Please ask your social security office for claim pack **MIG1R**.

Part 2 About your partner

If you have a partner, use this part of the claim form to tell us your partner's personal details. We use 'partner' to mean a person you are married to or a person you are living with as if you are married to them.

Why do you need to know if my partner is registered blind?

We need to know if your partner is registered blind because we may be able to pay you extra Minimum Income Guarantee.

What if my partner lives in a residential care home or nursing home?

If your partner's permanent address is a residential care home or nursing home, they should not fill in the form **MIG1** in this claim pack. They should ask their social security office for claim pack **MIG1R**. You can claim Minimum Income Guarantee for yourself on the form **MIG1** in this claim pack.

Why do we need to fill in two forms if my partner lives in a residential care home or nursing home?

If you live at home and your partner lives permanently in a residential care home or nursing home, we can pay you separately. This is better financially for you and your partner.

Part 3 About where you live

Use this part of the form to tell us about where you live. We need to know about where you live because you may be able to get help with rent, council tax or other housing costs – for example, service charges or mortgage payments.

Can I get help with my rent and council tax?

If you or your partner are responsible for rent or council tax for the place where you live, you may get help with the cost through Housing Benefit and Council Tax Benefit. Your local council deals with these benefits.

To claim Housing Benefit or Council Tax Benefit, fill in forms **NHB1(HB)** to claim help with your rent and for **NHB1(CTB)** to claim help with your council tax. We will send these forms to your local council with any other details they need.

What should I do if my rent or council tax is being paid by Housing Benefit or Council Tax Benefit already?

If you or your partner are getting Housing Benefit or Council Tax Benefit, please:

- tick **Yes** to the question 'Are you or your partner responsible for paying rent or council tax?', and
- fill in the forms **NHB1(HB)** and **NHB1(CTB)** that came in your claim pack. This is to make sure you get the right amount of Housing Benefit or Council Tax Benefit.

Can I get help with my service charges?

If you pay service charges, you may get extra Minimum Income Guarantee. Please send us proof of your service charges. For example, a letter from the person or company who you pay the money to, showing what the charges are for.

Can I get help with my ground rent?

If you pay ground rent, you may get extra Minimum Income Guarantee. Please send us proof of your ground rent. For example, your tenancy agreement or the letter asking you for payment of ground rent.

I live in Scotland, can I get help with ground annual or feu duty?

If you pay ground annual or feu duty, you may get extra Minimum Income Guarantee. Please send us proof of your ground annual or feu duty. For example, the receipt showing last year's payment, or the letter asking you for payment of the ground annual or feu duty.

Part 3 About where you live continued

What if I am a Crown tenant, pay chief rent or pay other rent charges?

If you or your partner are a Crown tenant, pay chief rent or other rent charges, please tell us as much as you can about it in **Part 10 – Other information**. We will get in touch with you if we need more information.

Can I get help with my mortgage or home loan?

If you have a mortgage or home loan, you may get extra Minimum Income Guarantee. Please fill in the form **MI12** that came with this claim form. Then send the filled-in form **MI12** to your mortgage or home-loan lender. After they have filled in the rest of the form, they will send it back to us.

What if I have more than one mortgage or home loan with different lenders?

You could have a mortgage from a building society and a home improvement loan from a bank, for example. If you have a mortgage or home loan with more than one lender, please tell us at **Part 10 – Other information** of the claim form. We will send you a form **MI12** for you and each lender to fill in.

What type of insurance policy should I tell you about?

You should tell us about any insurance policy you have that covers your mortgage or home-loan payments if you or your partner are sick or become unemployed, for example. These are sometimes called payment protection or mortgage protection policies. They are normally taken out with your mortgage or home-loan lender, or with an insurance company.

I'm not sure if I have an insurance policy for my mortgage or home loan. What should I do?

If you are not sure if your mortgage or home loan is covered by an insurance policy, please contact your insurance company or mortgage or home-loan lender. They will tell you if you are covered.

I haven't claimed on my insurance policy. Do I still need to tell you about it?

Even if you have not made a claim on your insurance policy, you should still tell us about it. We will get in touch with you for more details.

What do you mean by rated as a business? Why do you need to know about this?

Part of the place where you or your partner live may be rated as a business if, for example, your property is a shop with a flat above it and you own the whole property. We may need to get in touch with you if we need more information. We need to know about this as it may affect the amount of Minimum Income Guarantee you may get.

Part 4 About other people who live with you

Use this part of the form to tell us about anybody else who lives in your home with you and your partner, if you have one. If you have children living with you, you may get extra Minimum Income Guarantee. If you have other people living in your home, this may affect the amount of help you get towards your housing costs.

I have children living with me, can I get any help?

If you have a child or children living with you, and you or your partner are getting Child Benefit for the child or children, you may get extra Minimum Income Guarantee. Tick **Yes** to the question 'Do you want to claim for any children?' We will get in touch with you for more details.

It is important to claim for children who live with you because you could get extra money which will help with the cost of bringing up children.

I have children living with me, but neither my partner nor I get Child Benefit for them. Can I get any help?

You can normally only get extra Minimum Income Guarantee for children if you or your partner get Child Benefit for them. If you do not get Child Benefit, you may still get extra money if:

- the child lives with you for all or most of the time, and
- no-one else gets Child Benefit for them.

If you have a child or children living with you permanently or for most of the time, you can ask for Child Benefit to be paid to you or your partner. You can do this even if Child Benefit is being paid to someone else at the moment – for example, a parent of the child. For more information about Child Benefit, phone the Child Benefit Centre on **08701 555540**.

If you are awarded Child Benefit, please let us know straight away. You may get extra Minimum Income Guarantee.

I have other people living in my home. Who do I need to tell you about?

You **do not** need to tell us about:

- people who just share a hall, bathroom or toilet with you
- other residents if you are staying temporarily in a residential care home or nursing home
- foster children or children boarded out with you while they wait to be adopted.

Please **do** tell us about anyone else who lives with you, including:

- relatives, including your grown-up children
- boarders and lodgers
- friends.

Part 5 About savings and investments

Use this part of the claim form to tell us about any savings, investments, property or land that you or your partner have in this country or abroad.

The amount of savings, investments, property or land that you or your partner have may affect how much Minimum Income Guarantee you get.

How do savings and investments affect Minimum Income Guarantee?

We do not count savings and investments of £6,000 or less, but please still tell us about them.

If you have savings and investments of between £6,000 and £12,000, we deduct £1 a week from your Minimum Income Guarantee for every £250, or part of £250, above £6,000.

If your savings and investments are over £12,000, you may not be able to get Minimum Income Guarantee.

For a couple, does the £12,000 savings limit apply to each partner separately?

No. We add their savings together to get a combined total for the couple as a whole. This combined total must be £12,000 or less for Minimum Income Guarantee to be paid.

Example 1

George has the following savings and investments.

shares	£3,500
money in a building society	£2,500
money in a current bank account	£500
total savings and investments	£6,500

We ignore the first £6,000 and it does not affect George's Minimum Income Guarantee.

The remaining £500 will affect the amount of Minimum Income Guarantee George will get.

We deduct £1 a week from Minimum Income Guarantee for every £250, or part of £250, over £6,000.

George has £500 over £6,000 so he will have **£2 a week deducted** from his Minimum Income Guarantee.

Part 5 About savings and investments continued

Example 2

Mary and Trevor have the following savings and investments.

National Savings Certificates	£5,000
money in a building society	£3,000
money in a current bank account	£350
total savings and investments	£8,350

We ignore the first £6,000 and it does not affect Mary's and Trevor's Minimum Income Guarantee.

The remaining £2,350 will affect the amount of Minimum Income Guarantee that Mary and Trevor will get.

We deduct £1 a week from Minimum Income Guarantee for every £250, or part of £250, over £6,000.

Mary and Trevor have £2,350 over £6,000 so they will have **£10 a week deducted** from their Minimum Income Guarantee.

What types of savings and investments do I need to tell you about?

You should tell us about all savings and investments you or your partner have. For example:

- money in a current account, even if you use that account to pay your bills so the balance goes up and down
- 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
- cash saved for something – for example, for a holiday
- Premium Bonds, even if they are only worth a few pounds
- investments like ISAs, PEPs and TESSAs
- an income bond, capital bond or granny bond
- shares and unit trusts
- money in a credit union
- any other money or investments you or your partner have in this country or abroad.

Please tell us about any shares you have, even if you were given them free. For example, as a windfall payment when a building society was taken over or became a bank and their customers received a payment in shares or money. We also need to know about any investment in a small business where you do not get shares.

Part 5 About savings and investments continued

Please tell us about any money or property that:

- someone has put into a trust fund for you or your partner, or
- you or your partner have put into a trust fund for someone else – for example, a child or grandchild.

Please remember to send us proof of your savings and investments if they add up to £5,500 or more.

I am keeping some of my savings and investments for a special purpose. Do I need to tell you about these?

Yes. You should tell us about all savings and investments that you or your partner have.

We may ignore some of your savings and investments when working out your Minimum Income Guarantee. For example:

- money you or your partner have from the sale of your home when you are going to use that money to buy another home
- money you or your partner have been given from certain charitable organisations
- money that you or your partner have received as a Far Eastern Prisoners of War Compensation Payment
- money that you or your partner have received as a victim of atrocities that happened during the Second World War.

What types of property or land do I need to tell you about?

You do not need to tell us about your home, even if you own it outright.

You do need to tell us about any other property or land that you or your partner own in this country or abroad, even if you have a mortgage or loan to pay for it. This could be:

- a holiday home in this country or abroad
- property that you rent out in this country or abroad
- property that you own, but relatives are living there
- a time-share property
- stables
- farmland or a paddock.

If you or your partner own any property, we will get in touch with you.

If your total savings are worth £5,500 or more

If your total savings are worth £5,500 or more, please send us proof of your savings. This could be a:

- bank statement
- savings account book
- share certificate
- Premium Bond certificate
- unit trust certificate
- letter of ownership.

Part 5 About savings and investments continued

Important

Any documents you send us as proof of your savings and investments should be originals. Bank statements must show how much is in the account at the time you fill in the claim form. Please make sure your savings account books have been updated before you send them, as this will save time.

We will return all the documents to you. We will do our best to return them within one week.

Why do you ask about Far Eastern Prisoners of War Compensation Payments?

We need to know if you or your partner have received a Far Eastern Prisoners of War Compensation Payment so we can make sure that we do not take the payment into account when we look at your total savings.

Why do you ask about compensation payments that were made to victims of atrocities that happened during the Second World War?

We need to know if you or your partner received this payment so we can make sure that we do not take the payment into account when we look at your total savings.

Why do you ask about payments from the vCJD Trust?

The vCJD Trust can make payments to people or relatives of people with variant Creutzfeldt-Jakob Disease (vCJD). We need to know if you or your partner have received a payment from the vCJD Trust because we may not take the payment into account when we look at your total savings.

Part 6 About benefits

Use this part of the claim form to tell us about:

- Attendance Allowance
- Disability Living Allowance
- Invalid Care Allowance being paid to someone caring for you or your partner, or
- any benefits that you or your partner have claimed, but are waiting to hear about.

Why do you need to know if someone gets Invalid Care Allowance for looking after me or my partner?

We need to know if someone is getting Invalid Care Allowance for looking after you or your partner because we cannot tell from our computer system if someone other than you or your partner are getting Invalid Care Allowance.

Part 6 About benefits continued

Why is it important to tell you if someone gets Invalid Care Allowance for looking after me or my partner?

It is important because it can affect the amount of Minimum Income Guarantee you get.

Why is it important that I tell you about Attendance Allowance and Disability Living Allowance?

It is important because:

- we do not take them into account as income when we work out your Minimum Income Guarantee, and
- you may get extra Minimum Income Guarantee if you or your partner are getting one of these benefits.

Why do you ask about some benefits and not others?

We ask about Attendance Allowance and Disability Living Allowance on the claim form because we cannot tell from our computer system whether or not you or your partner are getting these benefits. Our computer has details of any other benefits you or your partner get.

I'm not sure if my partner or I get the benefits you ask about. What should I do?

If you are not sure if you are getting Attendance Allowance or Disability Living Allowance, you can look at:

- the front of your social security order book to see what benefit the order book is for, or
- letters you have received from social security.

Why do you need to know about benefits that my partner or I have claimed, but are waiting to hear about?

We need to know if you or your partner have claimed any benefits that you are still waiting to hear about because your application may not be on our computer system yet. The benefit you have claimed may mean that you can get extra Minimum Income Guarantee.

Part 7 About other money coming in

Use this part of the claim form to tell us about any other money you or your partner have coming in.

How does money coming in affect Minimum Income Guarantee?

The amount of money you and your partner have coming in each week may affect the amount of Minimum Income Guarantee you get. Minimum Income Guarantee may be reduced by the amount of money you have coming in.

Does all money coming in affect the amount of Minimum Income Guarantee I can get?

No. Not all money coming in affects the amount of Minimum Income Guarantee you get. It depends on what the money is for. Please give us as much information as you can about the money you or your partner have coming in. This will help us decide if any of it can be ignored.

What type of money do I need to tell you about?

Please **do not** tell us about wages in this part of the form. Please tell us about any work you or your partner do at **Part 8 – About work** of the claim form.

Please **do not** tell us about social security benefits or state Retirement Pension. We already have this information.

Please **do** tell us about all other money you or your partner have coming in. For example:

- a pension or other money from the place you or your partner used to work
- a pension or other money from the place your late partner used to work
- money from a personal pension scheme – for example, from a pensions or insurance company
- money from someone who rents a room from you
- rent paid to you for a property you own or sublet
- money someone gives you towards something – for example, from a relative to help pay your electricity bill
- sick pay from where you or your partner normally work
- money from social services or elsewhere because you are fostering a child
- money from a grant or elsewhere because you are studying
- money from an insurance policy which pays out because you or your partner are sick or no longer working. Money from an insurance policy could be insurance which helps towards credit card or personal loan payments. These are called creditor insurance policies.

Part 7 About other money coming continued

Do I need to tell you about superannuation payments?

Yes. Please tell us about any payment you get, even if it is only a few pounds.

I get a small payment from my late partner's work. Do I need to tell you about it?

Yes. Please tell us about any payment you get, even if it is only a few pounds, or paid only once a year.

I get payments from a policy I took out years ago. Do I need to tell you about this?

Yes. Please tell us about any payment you get, even if it is only a few pounds.

My son and his family live with me. Do I need to tell you about the money they pay me for housekeeping?

Yes. Please tell us about any payment you get, even if it is only a few pounds.

A loan is being paid back for me because I claimed on the payment protection policy. Do I need to tell you about this?

Yes. Please tell us about this. Tell us even if you do not actually see any of the money because it is paid straight to the lender.

My credit card payments are being paid for me because I claimed on the payment protection policy. Do I need to tell you about this?

Yes. Please tell us about this. Tell us even if you do not actually see any of the money because it is paid straight to the credit card company.

We get money to pay for the cost of looking after a foster child. Do I need to tell you about this?

Yes. Please tell us about any payment you get.

What proof of money coming in do I need to send you?

If you have any money coming in, please send us, with your claim form, proof of the amount of money and when it is paid.

Please send us the payslip you get when each payment is made, or a letter from the company that pays the money showing how much is paid and how often it is paid if you get:

- money from the place you or your partner used to work
- money from the place your late partner used to work
- money from a personal pension scheme – for example, from a pensions or insurance company.

Part 7 About other money coming continued

Please remember that if we do not receive the payslip or letter by the date on the front of the claim form, you may lose money.

We will return all the documents to you. We will do our best to return them within one week.

If you have any other money coming in, please send us the original statement or any other official document that shows the amount you get. This could be a:

- statement from the person or company that pays the money
- court order
- bank statement showing the amount paid
- payment advice slip.

Please remember that if we do not receive proof of money coming in by the date on the front of the claim form, you may lose money.

We will return all the documents to you. We will do our best to return them within one week.

Important

Any documents you send us as proof of the money you have coming in should be original documents. They should show:

- payments made at the time you fill in the claim form
- the up-to-date amount
- what type of payment you are getting, and
- when the payments are made.

Can I send you a bank statement showing how much I get from the place I used to work or where my late partner used to work?

No. Please send us the payslip you get when each payment is made, or a letter from the company that pays the money showing how much is paid and how often.

Can I send you a bank statement showing how much I get from a personal pension?

No. Please send us the payslip you get when each payment is made, or a letter from the company that pays the money showing how much is paid and how often.

Part 7 About other money coming continued

I can't get any proof of the money I have coming in. What should I do?

If you cannot get proof of the money you have coming in, please tell us why at **Part 10 – Other Information** of the claim form. Please send us your claim form straight away. We may still be able to pay you Minimum Income Guarantee.

Part 8 About work

Use this part of the claim form to tell us about:

- work you or your partner have left in the last three months, and
- any work that you or your partner are doing at the moment.

My partner left work in the last three months but has not retired. Do I need to tell you about this?

Yes. If you or your partner have left work for any reason in the last three months, please tell us. You or your partner may have left work because of:

- illness
- redundancy
- retirement, or
- choice.

Why do you need payslips if my partner or I have left work in the last three months?

We need to see your payslips because some money paid at the end of a job can affect the date we can pay Minimum Income Guarantee from. For example, holiday pay or pay instead of notice.

Please remember that if we do not receive payslips by the date on the front of the claim form, you may lose money.

Why do you need to know if my partner or I have left self-employed work?

We need to know if your work was self-employed because we will need to ask you about your business accounts, and any business assets you may still have. This may affect the amount of Minimum Income Guarantee you get. We will get in touch with you for more details.

Part 8 About work continued

What types of work do I need to tell you about?

The types of work we need to know about are:

- full-time and part-time work for an employer
- permanent or casual work
- self-employed or subcontracting work
- unpaid or voluntary work
- your normal work if it has stopped because of a trade dispute or walkout.

If my partner or I work, can I still get Minimum Income Guarantee?

You may be able to get Minimum Income Guarantee if:

- you are not working, or you work for less than 16 hours a week, and
- your partner is not working, or works for less than 24 hours a week.

You or your partner can work more hours than this if you are doing certain types of work. For example, if you do childminding in your own home.

I am doing some voluntary work. Do I need to tell you about this?

Yes. Please tell us how many hours each week you work as a volunteer. If you do not get any money for the work you do, please tell us.

I am working and am not sure if I can get Minimum Income Guarantee. What should I do?

If you are working and are not sure whether to make a claim for Minimum Income Guarantee, please get in touch with us for advice. You can find the phone number and address in the business section of the phone book. Look under **BENEFITS AGENCY**.

How do wages affect Minimum Income Guarantee?

Wages can affect the amount of Minimum Income Guarantee you get. But some of your wages will be ignored when we work out your Minimum Income Guarantee.

Please remember that if we do not receive payslips by the date on the front of the claim form, you may lose money.

We will return all the documents to you. We will do our best to return them within one week.

Part 9 Special circumstances

Use this part of the claim form to tell us about any special circumstances that apply to you or your partner, if you have one.

Why do you need to know if my partner or I have been in hospital in the last 6 weeks?

We need to know if you or your partner have been in hospital as an inpatient in the last 6 weeks. This is because a stay in hospital can affect:

- Attendance Allowance
- Disability Living Allowance
- Retirement Pension, and
- the amount of Minimum Income Guarantee we can pay you.

Please tell us the date you or your partner went into hospital, and the date you or your partner came out of hospital.

If you or your partner are still in hospital, leave the **to** date blank. Please remember to get in touch with us when you or your partner come out of hospital.

Why do you need to know if my partner or I are staying temporarily in a residential care home or nursing home?

We need to know if you or your partner are staying temporarily in a residential care home or nursing home because you may get extra Minimum Income Guarantee to help towards the cost of the stay. These stays are sometimes called respite care. We will get in touch with you for more details.

Can I get help if my partner or I go into a residential care home or nursing home permanently?

Yes. If you or your partner go into a residential care home or nursing home permanently, you or your partner may get Minimum Income Guarantee. The person going into the residential care home or nursing home permanently should ask their social security office for claim pack MIG1R. The person staying in the family home should fill in the form MIG1 in this claim pack.

Why do you need to know if my partner or I have lived outside the United Kingdom (UK) in the last 5 years?

We need to know if you or your partner have lived outside the UK in the last 5 years because this can affect the amount of Minimum Income Guarantee you get.

If you normally live in another country, you may not be able to get Minimum Income Guarantee.

Part 9 Special circumstances continued

What is included in the UK?

The UK is England, Scotland, Wales and Northern Ireland.

I have been staying in the Isle of Man. Do I need to tell you about this?

No. If you have come to the UK from the Isle of Man, we do not need to know about this.

I have been staying in the Channel Islands. Do I need to tell you about this?

No. If you have come to the UK from the Channel Islands, we do not need to know about this.

Why do you need to know if I have been widowed in the last month?

We need to know if you have been widowed in the last month because we may be able to pay you Minimum Income Guarantee from an earlier date.

Part 10 Other information

Use this part of the claim form to tell us any other information about your circumstances.

What type of things should I tell you about?

Please tell us:

- if your partner is living away from you – for example, because they are working away from home
- the date you separated if you separated from your partner in the month before your claim – we may be able to pay you from an earlier date
- when the baby is due if someone you have told us about on the claim form is pregnant – we may be able to pay you milk tokens
- if you or your partner have more than one mortgage lender or home-loan lender
- if you or your partner are a Crown tenant, if you pay chief rent or pay other rent charges
- if, within the last 28 weeks, you or your partner have regained your sight after being registered blind
- about anything else you think will give us a fuller picture of your circumstances.

Part 11 Where you want to be paid

Use this part of the claim form to tell us if you want your Minimum Income Guarantee paid straight into a bank or building society account.

What are the advantages of getting my Minimum Income Guarantee paid into a bank or building society account?

Getting your money this way has many advantages and is the way we recommend.

The money will be paid into your account on your Minimum Income Guarantee payday.

There are many advantages to having your money paid into an account.

- It is **safe** – you do not have to carry cash around or risk your order book being lost or stolen.
- It **saves trouble** – you can continue to have regular bills paid by direct debit from your account.
- It is **convenient** – money can be paid into most bank or building society accounts, including GIRO accounts and National Savings Bank accounts. You can withdraw your money from cash machines or your local branch. If you use a GIRO or National Savings Bank account you can withdraw your money from the post office. If you have a bank debit card you can get 'cashback' at certain shops and supermarkets.
- It can be paid into an account where it will **earn interest**.

Can the money be paid into a joint bank account?

Yes. Your Minimum Income Guarantee can be paid into an account. The account can be:

- in your name, or
- in the name of your partner, or
- in the name of the person acting on your behalf, or
- in both the names of yourself and your partner, or
- in both the names of yourself and the person acting on your behalf.

If the account includes the name of someone acting on your behalf, you are confirming that they will use the money in the way you tell them to.

How do I know how much is paid into the account?

We will tell you when the first payment will be made and how much it is for. After that, please check with your bank or building society to find out how much is paid into your account. You should get the same amount for each payment unless there is a change in your circumstances. We will tell you whenever we know that there is going to be a change in the amount paid into your account.

Part 11 Where you want to be paid continued

What if not enough money is paid into my account?

If not enough money is paid into your account, we will make another payment or add the money we owe you onto your next payment. We will write to you to tell you what we are doing.

What if too much money is paid into my account?

If too much money is paid into your account because of the way the credit system works, you will have to pay the extra money back. For example, if you give us some information which means you are entitled to less money, but we do not have time to change the amount paid into your account, you will have to pay the extra money back.

If you want your Minimum Income Guarantee paid **straight into an account**, please tell us about your account at **Part 11 – Where you want to be paid** of the claim form.

Do I need to tell you which post office is most convenient?

Yes. Please tell us which post office is most convenient for you, even if you want your Minimum Income Guarantee paid into a bank account. This is because sometimes we may have to pay you at the post office – for example, if there is not enough time to make a payment into your bank or building society account.

Can I get my Minimum Income Guarantee paid by order book at the post office?

Yes. We will send your order book to the post office and a letter to you authorising you to collect it. Each order in the book will be paid on your Minimum Income Guarantee payday. You can choose which post office you want to use, but you must use the same post office for all your social security benefits and your Retirement Pension.

If you want your Minimum Income Guarantee paid by order book at the post office, tell us at **Part 11** of the claim form. Tick **No** to the question 'Would you like your Minimum Income Guarantee paid straight into an account?'

What do I do if my order book is lost, destroyed or stolen?

If your order book is lost, destroyed or stolen, please tell us straight away. We will ask you to fill in some forms. We will usually send a new order book to your post office within 2 weeks.

Part 11 Where you want to be paid continued

I can't always get to the post office. Can someone else go to the post office for me occasionally?

Yes. If you want someone to go to the post office for you occasionally, fill in the back of the order in your book for the week you want them to go for you.

I am disabled and can't get to the post office. Can someone else go to the post office for me every week?

Yes. If you want someone to go to the post office regularly for you, please tell us in **Part 11** of the claim form under the heading **Payment at a post office**.

Can I change my mind about the way I am paid my Minimum Income Guarantee?

Yes. You can change the way your Minimum Income Guarantee is paid at any time by getting in touch with us.

Part 12 What to do now

Use this part of the claim form to tell us which documents you are sending us. We will return all the documents to you. We will do our best to return them within one week.

Before you send us your claim form, **please check** that you:

- are sending us all the original documents we have asked for – for example, payslips, proof of a private or works pension
- have answered all the questions that apply to you and your partner, if you have one
- have signed and dated the claim form
- have filled in form **NHB1(HB)** to claim help with your rent and form **NHB1(CTB)** to claim help with your council tax.

Take or send your Minimum Income Guarantee claim form and other documents to your social security office as soon as you can.

Part 13 Your declaration

Important

It is important that you sign and date the claim form. If you do not, we will have to send it back to you.

Can I sign the claim form for someone else?

You should only sign the claim form on behalf of someone else if:

- the person who is making the claim is not mentally able to act on their own behalf, and
- you are willing to act on their behalf in all social security matters, including telling us about any change in their circumstances and collecting their money for them.

You should **not** sign the claim form for someone who is mentally able to manage their own affairs. Someone who is physically disabled but mentally able will not normally need someone to act on their behalf.

I want to act for someone who is not mentally able to manage their own affairs. What happens next?

We will get in touch with you to arrange an interview with you and the person making the claim. We will decide whether the person needs someone to act on their behalf for all social security matters. We call these people appointees. We will explain the responsibilities of an appointee to you.

I have power of attorney for the person making the claim. What should I do?

If you have power of attorney or any legal authority to act on behalf of the person making the claim, please sign the claim form on their behalf and send us a true copy of your authority with the claim form. A true copy must be certified and signed by a solicitor as a true copy. We will get in touch with you if we need more details.

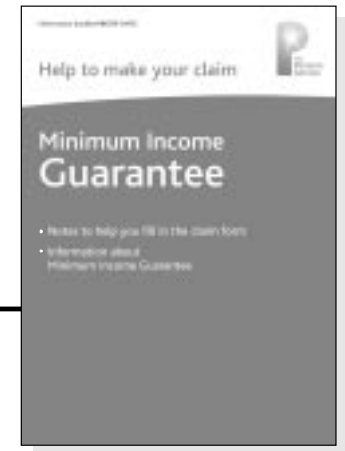
This leaflet gives general information only and is not a complete and authoritative statement of the law.

The amounts in this leaflet are the ones that have been used since April 2002. The amounts usually change each April.

Please remember, you can get more information in the booklet
Help to make your claim that came with this form.

The booklet:

- helps you fill in each part of this form, and
- tells you more about Minimum Income Guarantee.



● Part 1 About you

You

Your surname or family name

All your 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

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

Please tell us your address

If you do not have a permanent address, please tell us your contact address.

Postcode

If this is not your permanent address, please tick here.

☐

Daytime phone number if you have one

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

home ☐ work ☐ mobile ☐ fax ☐

Textphone number

for people with speech or hearing difficulties

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

● Part 1 About you continued

Are you registered blind?

No ☐

Yes ☐

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.

No ☐ Please go to **Part 3**. Please answer all the questions that apply to you.

Yes ☐

Does your partner live permanently in a residential care home or nursing home?

No ☐ Please answer all the questions that apply to you **and** your partner.

Yes ☐ Please go to **Part 3**. Please answer all the questions that apply to you.

● Part 2 About your partner

Does your partner agree to you making this claim?

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

Yes ☐

Your partner's surname or family name

Mr / Mrs / Miss / Ms

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

/ /

Your partner's National Insurance (NI) number

Letters Numbers Letter

You can get this from their NI number card, pension book, payslips, tax papers or letters from social security.

Is your partner registered blind?

No ☐

Yes ☐

● Part 3 About where you live

Are you or your partner responsible for paying the rent or council tax for the place where you live?

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

No ☐

Yes ☐

To get help with rent, fill in form **NHB1(HB)** to claim Housing Benefit. To get help with council tax, fill in form **NHB1(CTB)** to claim Council Tax Benefit. We will send the forms to the council for you because they deal with Housing Benefit and Council Tax Benefit.

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

For example, money towards the upkeep of the building.

No ☐

Yes ☐

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

In Scotland you may be paying a ground annual or feu duty.

No ☐

Yes ☐

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 the form **MI12** that came with this claim form. Send the filled-in form **MI12** to your mortgage or home-loan lender.

Is the mortgage or home loan covered by an insurance policy?

We mean the sort of insurance policy that pays the mortgage or loan if you become ill or unemployed.

No ☐

Yes ☐

Is any part of the place where you or your partner live rated as a business?

No ☐

Yes ☐

● Part 4 About other people who live with you

Do you want to claim for any children?

No ☐

Yes ☐

Does anyone live in the same household as you and your partner, apart from any children you want to claim for?

No ☐

Yes ☐

● Part 5 About savings and investments



Please read **Part 5** of the information booklet that came with this form before you answer these questions.

Do you or your partner have any savings or investments?

No ☐

Yes ☐ Please tell us about this below.

Please look at all the items we ask about on this page before you answer.

Money in bank, building society or post office accounts

£

Premium Bonds

£

Unit trusts, ISAs, PEPs, TESSAs or other investments

£

Income bonds or capital bonds

£

Money or property held in trust

£

Shares – approximate value

£

Name of the company the shares are held in

Number of shares held

Shares – approximate value

£

Shares – approximate value

£

Any other savings or investments

£

Type of other savings or investment

Please send proof of all your savings and investments if they add up to £5,500 or more.

If we do not receive proof of your savings and investments by the date on the front of the form, you may lose money. Any documents you send us should be originals, not photocopies. We will return all the documents to you.

● Part 5 About savings and investments continued

Do you or your partner have any
National Savings Certificates?

No ☐

Yes ☐

Please send us the original
certificates as proof.

If we do not receive the certificates by the date on the front of the
form, you may lose money. We will return the certificates to you.

Do any of your savings or investments include:
● money from the sale of a house, or
● money from a charity?

No ☐

Yes ☐

Apart from your home, 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 ☐

Have you or your partner received
● a Far Eastern Prisoner of War Compensation
payment, or
● a compensation payment made to victims of atrocities
that happened during the Second World War?
We need to know this to make sure we do not count it as
part of your savings.

No ☐

Yes ☐

What payment did you receive?

A Far Eastern Prisoner of War Compensation payment

☐

A compensation payment made to victims of atrocities
that happened during the Second World War?

☐

Who received the payment?

You ☐

Your partner ☐

You ☐

Your partner ☐

Have you or your partner received a payment
from the VCJD Trust?

No ☐

Yes ☐

● Part 6 About benefits

Does anyone get Invalid Care Allowance for looking
after you or your partner? Tick Yes if they have
claimed it and are waiting to hear about it.

No ☐

Yes ☐

Please tell us their full name

Their National Insurance (NI) number

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

They can get this from their NI number card, pension book,
payslips, tax papers or letters from social security.

Do you or your partner get Attendance
Allowance or Disability Living Allowance?

You

No ☐

Yes ☐

Your partner

No ☐

Yes ☐

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

No ☐

Yes ☐

No ☐

Yes ☐

Which benefit are you waiting to hear about?

● Part 7 About other money coming in



Please read **Part 7** of the information booklet that came with this form before you answer these questions.

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

You **do not** need to tell us in this part about:

- social security benefits, or
- state Retirement Pension.

If you or your partner are working, please tell us about your wages in **Part 8** of this form.

No ☐ Please go to **Part 8**.

Yes ☐ Who pays this money?

How much is paid and how often?

 every every every every every every

Is any of the money you have told us about from a private pension?

No ☐

Yes ☐ Please send us your latest pension payslip or a letter from the company that pays it showing how much you get.

In what month does the pension go up each year?

Is any of the money you have told us about paid from a place you used to work?
For example, a works pension.

No ☐

Yes ☐ Please send us your latest pension payslip or a letter from the company that pays it showing how much you get.

In what month does the pension go up each year?

Is any of the money you have told us about from somewhere else?

No ☐

Yes ☐ Please send us proof of this money.

If we do not receive proof of the money you have coming in by the date on the front of the form, you may lose money. Any documents you send us should be originals, not photocopies. We will return all the documents to you.

● Part 8 About work

	You	Your partner
Have you or your partner retired from work or left work in the last 3 months?	No <input type="radio"/> Yes <input type="radio"/> Please send us your last 2 payslips, if you are paid monthly, or 5 payslips, if you are paid weekly.	No <input type="radio"/> Yes <input type="radio"/> Please send us their last 2 payslips, if they are paid monthly, or 5 payslips, if they are paid weekly.
	If we do not receive the payslips by the date on the front of the form, you may lose money. The payslips should be originals, not photocopies. We will return all the payslips to you.	
Please tell us the date you or your partner finished work	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
Was this work self-employed work?	No <input type="radio"/> Yes <input type="radio"/>	No <input type="radio"/> Yes <input type="radio"/>
Are you or your partner doing any type of work at the moment?	No <input type="radio"/> Please go to Part 9. Yes <input type="radio"/>	No <input type="radio"/> Please go to Part 9. Yes <input type="radio"/>
How many hours a week do you or your partner usually work?	<input type="text" value=""/> hours a week	<input type="text" value=""/> hours a week
Is this self-employed work?	No <input type="radio"/> Yes <input type="radio"/> Please go to Part 9.	No <input type="radio"/> Yes <input type="radio"/> Please go to Part 9.
Do you or your partner get paid for this work?	No <input type="radio"/> Yes <input type="radio"/> Please send us your last 2 payslips, if you are paid monthly, or 5 payslips, if you are paid weekly.	No <input type="radio"/> Yes <input type="radio"/> Please send us their last 2 payslips, if they are paid monthly, or 5 payslips, if they are paid weekly.
	If we do not receive the payslips by the date on the front of the form, you may lose money. The payslips should be originals, not photocopies. We will return all the payslips to you.	

● Part 9 Special circumstances

	You	Your partner
Have you or your partner spent any time in hospital as an inpatient in the last 6 weeks?	No <input type="radio"/> Yes <input type="radio"/>	No <input type="radio"/> Yes <input type="radio"/>
When were you or your partner in hospital?	from / / to / /	from / / to / /
Please tell us the name of the hospital		
Are you or your partner staying temporarily in a residential care or nursing home?	No <input type="radio"/> Yes <input type="radio"/>	No <input type="radio"/> Yes <input type="radio"/>
Have you or your partner lived outside the United Kingdom (UK) at any time in the last 5 years? By the United Kingdom we mean England, Scotland, Wales and Northern Ireland.	No <input type="radio"/> Yes <input type="radio"/>	No <input type="radio"/> Yes <input type="radio"/>
When did you or your partner last live outside the UK?	from / / to / /	from / / to / /
Have you been widowed in the last month?	No <input type="radio"/> Yes <input type="radio"/>	
Please tell us the date you were widowed	/ /	

● Part 10 Other information



Please read **Part 10** of the information booklet that came with this form before you answer these questions.

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 11 Where you want to be paid

Would you like your Minimum Income Guarantee paid straight into an account?

No ☐ Please tell us about the post office you want to use. Fill in 2 below.

Yes ☐ Please tell us about the account. Fill in **1** below. Then fill in **2** because you may still need to collect some payments at the post office.

1 Payment into an account

What name or names is the account in? You will find the details on cheques, the passbook or statements. If you are not sure, ask the bank or building society.

Please tick one box only to say what type of account you want your money paid into. Then fill in the details of the account.

☐ Bank or building society cheque account or bank deposit account – not a mortgage account

Name of bank or building society

Sorting code number

Account number

Type of account – for example, a deposit or current account.

- Building society savings account – not a cheque or mortgage account

Name of building society

Account number

☐ GIRO account number

☐ National Savings Bank investment account – not an ordinary account

Account number

2 Payment at a post office

Please tell us the name and address of the post office most convenient for you.

Postcode

If you are not sure of the address, ask the post office to stamp the form here.

If you would like someone else to go to the post office for you regularly, please tell us about them.

Their name

Their address

Postcode

Their National Insurance (NI) number

Please tell us why you need someone to go to the post office for you regularly.

Letters	Numbers	Letter
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● Part 12 What to do now

Please check:

- that you are sending us all the original documents we have asked for – for example, payslips, pension statements, bank statements, savings account books or a tenancy agreement
- 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 you have a mortgage or home loan.

Please tick which documents you are sending us.

We will return all the documents to you. We will do our best to return them to you within one week.

- ☐ Proof of service charges
- ☐ Proof of ground rent, ground annual or feu duty
- ☐ Bank statement
- ☐ Savings book
- ☐ Share certificate
- ☐ Premium Bond certificate
- ☐ National Savings Certificate
- ☐ Proof of other investments – for example ISAs, PEPs, TESSAs
- ☐ Proof of a private or works pension
- ☐ Proof of money coming in
- ☐ Payslips

Please go to Part 13 and sign and date the declaration.

Then send your forms and documents to us.

Please take or send any documents we have asked for to your social security office with this form.

● Part 13 Your declaration

I declare that the information I have given on this form is correct and complete.

I declare that if I have said that I want my Minimum Income Guarantee, and any other benefits paid with it, paid into an account, I have read and understood the notes about being paid in this way in the information booklet that came with this form.

I understand that if I knowingly give information that is incorrect or incomplete, action may be taken against me.

I understand that I may lose benefit if I:

- have not answered all the questions on this form that apply to me and my partner, if I have one, or
- have not provided all the documents asked for.

I understand that the information I have provided may be checked with other sources.

The information may be used for other purposes relating to the work of the Department for Work and Pensions and may be given to other bodies as permitted by law.

This is my claim for Minimum Income Guarantee paid through Income Support.

Please sign the form here.

Your signature

Date

If you are signing this form for someone else, please read the notes in Part 13 of the information booklet **Help to make your claim** that came with this form.

Have you signed this form for someone else?

No ☐

Yes ☐ Please tell us about yourself below.

Your name

Your daytime phone number if you have one

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

home ☐ work ☐ mobile ☐ fax ☐

Letters Numbers Letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Your National Insurance (NI) number

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

● For office use

District code

Issue date / /

Initial date of contact / /

I read back to the customer the entries I made on this form based on the information given by them. The customer agreed they were correct.

Interviewing officer's signature

Customer's signature

Date / /

Prescribed time for claiming extended to / /

Claims and Payments Regulations 19(6) Certificate

Signature

Date / /

Date ER satisfied / /

Initials

Date / /



Part of the Department
for Work and Pensions

