

Employee's details

Employee's surname

Other name(s)

National Insurance number

Address

Postcode

Why I cannot pay you ASPP

I have ticked the box that applies to you.

I cannot pay you ASPP. I have ticked one (or more) of the boxes below to tell you why.

I cannot pay you any more ASPP after the week which ends on *DD MM YYYY*

I have ticked one of the boxes below to tell you why I cannot carry on paying you after this date.

You were not employed by me for long enough.

To get ASPP you must have worked for me continuously:

- for a baby
 - for 26 weeks ending with the 15th week before the baby is due, and
 - continue to work for me until the week before the first week of receiving ASPP
- for a child that is being adopted in the UK
 - for 26 weeks by the time you were notified of having been matched with the child, and
 - continue to work for me from the matching week up to the start of the ASPP period
- for a child that is being adopted from abroad
 - for 26 weeks by the time the child enters the UK, and
 - continuously work for me until the start of the ASPP period.

Your spouse, partner or civil partner has not told their employer that they are returning to work.

To get ASPP the mother or adopter taking maternity or adoption leave needs to have signed the declaration form SC7, SC8, SC9 or equivalent to confirm that they intend to return to work and stop receiving Statutory Maternity Pay, Maternity Allowance or Statutory Adoption Pay.

You did not give me acceptable evidence of your entitlement soon enough.

To get ASPP you must give me the signed declaration form SC7, SC8, SC9, SC10 or equivalent, at least eight weeks before you are away from work.

You are entitled to Statutory Sick Pay.

You cannot get ASPP during any week that you are entitled to Statutory Sick Pay.

You worked on *DD MM YYYY*

You cannot get ASPP as you have used up your 10 Keeping in Touch days or you have worked for a new employer during the ASPP period.

<input type="checkbox"/> Your earnings were too low.	To get ASPP your weekly earnings must be at least equal to the Lower Earnings Limit. Your earnings during the relevant period, including those under any Class 1B arrangement, were insufficient for you to qualify for ASPP.
<input type="checkbox"/> You were in prison or detained in legal custody on <i>DD MM YYYY</i> . <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	You cannot get ASPP for any week during part of which you are detained in legal custody on or after the first day of the ASPP period. For any outstanding weeks of ASPP the employee should phone HM Revenue & Customs (HMRC) Statutory Payments Disputes Team, on 0191 225 5221 .
<input type="checkbox"/> Your spouse, partner or civil partner does not qualify for SMP, MA or SAP.	The mother or adopter of the child taking maternity or adoption leave has not satisfied the qualifying conditions for entitlement to SMP, MA or SAP for you to be entitled to ASPP.
<input type="checkbox"/> You have told me that you are no longer taking leave for the purpose of caring for the child.	You cannot get ASPP or additional paternity leave if you do not intend to care for the child during that period.
<input type="checkbox"/> Your spouse, partner or civil partner did not have at least two weeks SMP, MA or SAP remaining.	The mother or adopter of the child taking SMP, MA or SAP must have at least two weeks of their pay period remaining for you to qualify for ASPP.

<h3>Employer's details</h3>	
Employer's signature <input type="text"/>	Employer's address <input type="text"/> <input type="text"/> <input type="text"/>
Date <i>DD MM YYYY</i> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Postcode <input type="text"/>
Employer's name <input type="text"/>	Phone number <input type="text"/>

More information

There may be other reasons why you are not entitled to ASPP. For more information on entitlement to ASPP, go to www.dwp.gov.uk

For more information on making a claim for Child Benefit, tax credits or Universal Credit from October 2013 go to:

- www.hmrc.gov.uk or
- www.dwp.gov.uk

What to do if you disagree

If you disagree with this decision:

- please contact me to discuss the decision
 - my name, address and phone number are shown above.
- go to www.hmrc.gov.uk for further information about ASPP.

If you still then disagree with the decision not to pay you ASPP, phone the HMRC Statutory Payments Disputes Team on **0191 225 5221**.

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you. For more information go to www.hmrc.gov.uk/charter