

Employee's details

Employee's surname

Other name(s)

National Insurance number

Address

Postcode

Why I cannot pay you OSPP

I have ticked the box that applies to you.

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

I cannot pay you any more OSPP 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 OSPP you must have worked for me continuously:

- for a baby
 - during the whole of the pregnancy up to the baby's birth
- for a child that is being adopted in the UK
 - for 26 weeks up to and including the week you were notified by the adoption agency that you would be a suitable adoptive parent for the child, and
 - continue to work for me until the child starts living with you
- for a child that is being adopted from abroad
 - for 26 weeks by the time the adopter is sent official notification from the relevant UK authority for adoption from abroad, and
 - remain continuously employed with me until the child enters the UK.

You did not tell me soon enough that you would be away from work.

To get OSPP you must give me at least 28 days notice that you will be away from work. *If you had a good reason for telling me late I may be able to accept late notice.*

To get ordinary paternity leave, you must give me notice by the Saturday of the 15th week before the week the child is expected to be born, or within seven days of the date the child was matched for adoption.

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

To get OSPP you must have given me acceptable evidence of your entitlement at least 28 days before you are away from work. *If you had a good reason for giving the evidence to me late I may be able to accept it.*

You are entitled to Statutory Sick Pay.

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

You worked on *DD MM YYYY*

You cannot get OSPP if you work during any week of the Ordinary Paternity Pay Period for me or for a new employer.

<input type="checkbox"/> Your earnings were too low.	To get OSPP your average 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 OSPP.
<input type="checkbox"/> You were in prison or detained in legal custody on <i>DD MM YYYY</i> <input type="text"/> <input type="text"/>	You cannot get OSPP from me if you are detained in legal custody on or after the first day of the OSPP period.

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

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

If you qualify for ordinary paternity leave but not OSPP you may be able to get a Social Security benefit while you are on leave. For more information on Social Security benefits or any other government help go to www.dwp.gov.uk

You may also want to claim Child Benefit, tax credits or Universal Credit from October 2013. For more information go to:

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

What to do if you disagree

If you disagree with my decision and you have also sought further information about OSPP from the HMRC website, please let me know. My name, address and phone number are above.

If, after contacting me, you still disagree you can register a dispute about my decision not to pay you OSPP. Phone the HMRC Statutory Payments Disputes Team on **0191 225 5221**.