



## Help with this form

- You can phone the **Northern Ireland Pension Centre Application Line**. It is open Monday to Friday from 9am to 5pm. Calls to the Application Line are **free** except from some mobile phones. The number is **0808 100 6165**. For people with speech or hearing difficulties, the **textphone** number is **0808 100 1165**.

## About your application

Please make sure 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  /  /  at the latest.

If we get your form back after this date, it may affect the date we can pay you from. If you have received a Housing Benefit HB2 (PC) form, please check it and if correct sign and return it, along with this form to the Northern Ireland Pension Centre.

If an acknowledgement of your application has not been received within 3 working days please telephone the Northern Ireland Pension Centre on 0808 100 6165 or textphone 0808 100 1165.

# Your application form

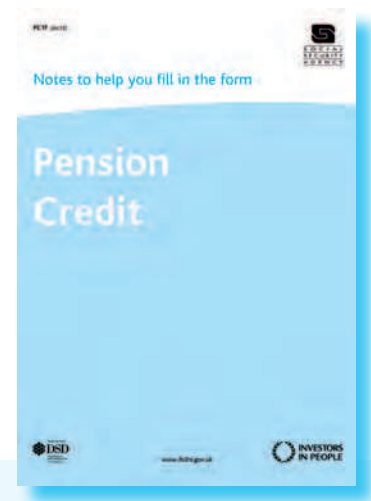
# Pension Credit

You can phone the Application Line for help with this form.

The Freephone number is **0808 100 6165**.

For people with speech or hearing difficulties, the textphone number is **0808 100 1165**.

You can also get more information in the booklet **Notes to help you fill in the form** that came with this form.



## Part 1 About you

Your surname or family name

Mr / Mrs / Miss / Ms / Doctor / Reverend

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

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

Your permanent address

Postcode

Your contact address if it is different from above

Postcode

Your daytime phone number if you have one

Code Number

What is this number?

Home ☐ Work ☐ Mobile ☐ Fax ☐

## Part 1

## About you

Your textphone number if you have one, for people with speech or hearing difficulties

Code Number

What is the name and address of your most convenient Post Office® branch?

Postcode

Would you have difficulty getting to this Post Office® branch?

No ☐

Yes ☐

Are you registered blind or severely sight impaired?

No ☐

Yes ☐

Are you able to speak to us in English?

No ☐

Yes ☐

If you answered No, please tell us the language you would like us to use when we speak to you.

Tick here to show if you want us to contact you about this application in one of these ways.

If you choose one of these options every time we contact you about your application we will do it in that way, if we can.

You will need to let us know about this again if you contact us. Eventually you will not have to tell us more than once.

Braille ☐

Typetalk ☐

Large Print ☐

Audio ☐

Sign Language ☐

Induction Loop ☐

Do you live permanently in a care home?

No ☐

Yes ☐ If yes, from what date did this occur?

/ /

Did you own the property you used to live in?

No ☐

Yes ☐

Is the property for sale or has it been sold?

No ☐ Yes ☐ Please give details of sale at **Part 11**.

Have you been recently widowed?

No ☐

Yes ☐ If yes, on what date did this occur?

/ /

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, or
- a civil partner or a person you live with as if you are civil partners

No ☐ Please go to **Part 3**

Yes ☐

If you are permanently resident in a care home we do not require your partners details. Please go to **Part 4**

## Part 2

## About your partner

Does your partner live permanently in a care home?

No ☐

Yes ☐ If yes, from what date did this occur?

Please go to Part 3.

Are you separated from your partner?

If you are separated only because someone is temporarily in a hospital or home, tick **No**.

No ☐

Yes ☐ If yes, from what date did this occur?

Please go to Part 3.

Does your partner agree to you making this application?

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 / Doctor / Reverend

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

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

Is your partner registered blind or severely sight impaired?

No ☐

Yes ☐

## Part 3

## About where you live

If you live permanently in a care home, please go to Part 4.

Do you or your partner live with relatives or friends as part of their family?

No ☐

Yes ☐ Please tell us about this below. Then go to **Part 4**.

Name of the head of the household.

Relationship to you.  
For example, parent, friend or relative.

Does anyone live in your household apart from you and your partner?

No ☐

Yes ☐ If you tick yes please complete form PC1C which the Northern Ireland Pension Centre will issue to you.

Are you or your partner responsible for paying the rent or rates for the place where you live?  
If they are paid through Housing Benefit or rates, still tick Yes.

No ☐

Yes ☐ Please tell us the address of your Northern Ireland Housing Executive or Land & Property Services (Rating) Office.

Have you claimed, or are you going to claim, help with rent?

No ☐ Help with rates? No ☐

Yes ☐ Yes ☐

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 ☐ Please send us proof of the service charges.

Do you own the property or rent it?

Own it ☐ Rent it ☐

Is this from NIHE or a private landlord?

NIHE ☐ Private Landlord ☐

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

No ☐

Yes ☐ How much are you required to pay?

£  every

How often do you pay this amount?

£  every

Do you or your partner share, with anyone else, the rent or mortgage for the place where you live? 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(PC)** if we included one with this application form.  
Send the filled-in form **MI12(PC)** to your mortgage or home-loan lender. You will need one for each mortgage or home loan lender.

## Part 4

## About money you have, including savings and investments



Please read **Part 4** of the booklet **Notes to help you fill in the form** before you fill in this part.

We need to know if you or your partner have any money, including savings and investments. We may be able to reward you for any money, including savings and investments you have.

Savings and investments include:

- money in a current account, even if you use the account to pay your bills so the balance changes
- 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<sup>®</sup> account
- National Savings Certificates
- cash saved for something

- Premium Bonds
- investments like ISAs, PEPs and TOISAs
- an income bond, capital bond or granny bond
- unit trusts or shares, even if the shares are part of a windfall payment
- any other money or investments you or your partner have in this country or abroad

Do you or your partner have any money, including savings or investments?

No ☐  
Yes ☐

What is the total amount?

£

Does your money, including savings and investments add up to more than £10,000?

No ☐  
Yes ☐

Please fill in form PC1H which came with this form.

Apart from the place where you live, do you or your partner own any property or land in this country or abroad? If it is on a mortgage or loan, still tick Yes.

No ☐  
Yes ☐

Please tell us about this in **Part 11**.

## Part 5

## About benefits

**You**

**Your partner**

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

No ☐  
Yes ☐

No ☐  
Yes ☐

Which benefits are you waiting to hear about?



Have you received a lump sum because you put off claiming your State Pension?

No ☐  
Yes ☐

No ☐  
Yes ☐

N.B. If you receive Child Benefit for any children you are responsible for, you may be able to get Child Tax Credit. For more information, contact HM Revenue & Customs on 0845 603 2000. The textphone number is 0845 607 6078 for people with speech or hearing difficulties. You can also visit their website at [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)

Does anyone get Carer's Allowance for looking after you or your partner? Tick Yes if they have claimed it and are waiting to hear about it or could not be paid Carer's Allowance because they receive another benefit.

No ☐  
Yes ☐

No ☐  
Yes ☐

The carer's full name



The carer's National Insurance (NI) number

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

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

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

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

## Part 5

## About benefits (continued)

Do you or your partner spend 35 hours a week, or more, looking after someone who is getting or waiting to hear about

- Attendance Allowance
- Constant Attendance Allowance
- Disability Living Allowance, or
- Personal Independence Payment?

- ☐ No
- ☐ Yes
- ☐ Don't know

- ☐ No
- ☐ Yes
- ☐ Don't know

## Part 6

## About pensions



Please read **Part 6** of the booklet **Notes to help you fill in the form** before you fill in this part.

Did you or your partner pay into a private pension scheme, get a private pension, get money from a place where you used to work or get any other pension?

If you or your partner expect to get a pension in the next 12 months, please tick **Yes**. Do not count any State Pension paid by the Department.

- No ☐ Please go to **Part 7**.
- Yes ☐ If yes please provide the name, address and telephone number of this private pension provider.

Name:

Address:

Postcode:

Tel. No:

If you or your partner expect to get a pension in the next 12 months, when do you expect to get the first payment?

**Pension 1**

/ /

**Pension 2**

/ /

What type of pension is it? There is a list of pension types on **Part 6** of the booklet **Notes to help you fill in the form**.

**Pension 1**

**Pension 2**

How much will be paid and how often will it be paid?

£ every

£ every

When will the pension normally be received? For example, the last day of the month.

When did you receive your latest payment?

/ /

/ /

Will the pension increase each year?

No ☐

Yes ☐

You ☐

No ☐

Yes ☐

Your partner ☐

Who gets the pension?

Have you paid into any other private pension scheme?

No ☐

Yes ☐

No ☐

Yes ☐

## Part 6

## About pensions continued

May we contact the pension provider if we need more information to deal with your Pension Credit application?

No ☐

Yes ☐

Please send us a pension payslip from your date of claim, if you have one; or anything else that shows how much you get or will get. If you send us bank statements, we will need to see at least two bank statements in a row. Do not send us form P60.

No ☐

Yes ☐

Please send us a pension payslip from your date of claim, if you have one; or anything else that shows how much you get or will get. If you send us bank statements, we will need to see at least two bank statements in a row. Do not send us form P60.

If we do not receive proof of your other pensions, it may affect the date we can pay you from. Any documents you send us must be originals, not photocopies. We will return all the documents to you. Please send us proof with this form, if possible.

If you need to tell us about more than two pensions, please use the space in **Part 11**.

## Part 7

## About work

Have you or your partner left self-employed work in the three months prior to the date you want to claim from?

Date you or your partner left work

**You**

No ☐ Yes ☐

/  /

**Your partner**

No ☐ Yes ☐

Are you or your partner doing any type of paid work now?

No ☐ Please go to **Part 8**.

Yes ☐ If you tick yes please complete form PC1D which the Northern Ireland Pension Centre will issue to you.

No ☐ Please go to **Part 8**.

Yes ☐ If you tick yes please complete form PC1D which the Northern Ireland Pension Centre will issue to you.

Is this self-employed work?

No ☐

Yes ☐

No ☐

Yes ☐

## Part 8

## About other money coming in

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

No ☐

Yes ☐

You do not need to tell us about social security benefits paid by the Department in this part. Please read **Part 8** of the booklet [Notes to help you fill in the form](#) for details of what you should tell us about.

What is this money?

How much is paid and how often?

£  every

£  every

£  every

Who is paid the money?

You ☐ Your partner ☐

You ☐ Your partner ☐

You ☐ Your partner ☐

If you tick yes please complete form PC1E which the Northern Ireland Pension Centre will issue to you.



## Part 8

## About other money coming in continued

<input type="text"/>	£ every	You <input type="radio"/> Your partner <input type="radio"/>
<input type="text"/>	£ every	You <input type="radio"/> Your partner <input type="radio"/>
<input type="text"/>	£ every	You <input type="radio"/> Your partner <input type="radio"/>

Please send us proof of the money coming in.

If we do not receive proof of the money you have coming in, it may affect the date we can pay you from. Any documents you send us must be originals, not photocopies. We will return all the documents to you. Please send us proof with this form, if possible.

Do you or your partner expect to start getting any money in the next 12 months?

No ☐

Yes ☐

If you expect to get a lump-sum payment, please tell us about this in Part 11.

Who will pay this money?

How much will be paid and how often?

Who will be paid?



You ☐ Your partner ☐

By lump sum payment we mean something like;

- Money coming in from the sale of a house you used to live in, or
- A one-off payment you will get instead of a private pension

When do you or your partner expect to start getting this money?

 /  / 

## Part 9

## Special circumstances

Are you or your partner in hospital as an inpatient?

**You**

No ☐

Yes ☐

**Your partner**

No ☐

Yes ☐

What date did you or your partner go into hospital?

 /  / 
 /  / 

Name of the hospital



Are you or your partner staying temporarily in a care home?

No ☐ If you tick yes please complete form PC1D which the Northern Ireland Pension Centre will issue to you.  
Yes ☐

No ☐ If you tick yes please complete form PC1D which the Northern Ireland Pension Centre will issue to you.  
Yes ☐

Everyone must answer these questions, if you do not your application may be delayed.

By United Kingdom we mean England, Scotland, Wales and Northern Ireland.

**You****Your partner**

If a UK national, do you or your partner have the right of abode in the United Kingdom?

No ☐Yes ☐No ☐Yes ☐

For example, you have the right of abode in the United Kingdom if you are a British citizen.

By right of abode we mean you

- are free from immigration control, and
- do not need the permission of an immigration officer to enter the United Kingdom, and
- can live and work in the United Kingdom without restriction.

At any time, have you or your partner come to live or returned to live in the United Kingdom from abroad?

No ☐Yes ☐ Please tell us about this below.No ☐Yes ☐ Please tell us about this below.

Please send passport or immigration documents to us, with this form, for the people you tell us about below. Or you can bring the passport or documents to your closest Social Security office.

What is your nationality?



Which country have you come from?



What date did you last come to the United Kingdom?

 /  / 
 /  / 

Was this to work in the United Kingdom?

No ☐Yes ☐No ☐Yes ☐

Has the Home Office put a limit on how long you can stay in the United Kingdom?

No ☐Yes ☐No ☐Yes ☐

Does your passport say no recourse to public funds?

No ☐Yes ☐No ☐Yes ☐

If you have lived in the United Kingdom before, when did you last leave the United Kingdom?

 /  / 
 /  / 

Have you or your partner come to the United Kingdom under the Family Reunion Scheme?

No ☐Yes ☐No ☐Yes ☐

Have you or your partner come to the United Kingdom under a sponsorship undertaking?

A 'sponsorship undertaking' is a form that a relative must sign to say that they will pay for your living expenses if you settle in the United Kingdom. You can find out more by visiting [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

A sponsorship undertaking is not the same as the Family Reunion Scheme.

**You**

No ☐

Yes ☐ Please tell us about this below.

**Your partner**

No ☐

Yes ☐ Please tell us about this below.

Name of sponsor



Address of sponsor


Postcode

Postcode

Home Office reference number



What date did the sponsor sign the sponsorship undertaking?

 /  / 
 /  / 

If more than one sponsor signed the sponsorship undertaking, please tell us about them in Part 11.

**We may get in touch with you for more information. Please answer all of these questions, even if you think they do not apply to you.**

Are you or your partner an asylum seeker?

No ☐

Yes ☐

No ☐

Yes ☐

Did you or your partner first apply for asylum before 3 April 2000?

No ☐ If you are still an asylum seeker, you will not usually be entitled to benefit. But you may be entitled to get help from the Home Office.

Yes ☐ Send us proof of the asylum application with this form. Or you can bring the proof to us.

No ☐ If you are still an asylum seeker, you will not usually be entitled to benefit. But you may be entitled to get help from the Home Office.

Yes ☐ Send us proof of the asylum application with this form. Or you can bring the proof to us.

Have you or your partner recently had a successful decision on your asylum application?

No ☐

Yes ☐ Send us proof of the decision with this form. Or bring the proof to us.

No ☐

Yes ☐ Send us proof of the decision with this form. Or bring the proof to us.

What was the date when you got the successful decision of your asylum application?

 /  / 
 /  / 

Have you or your partner been supported by the Home Office while waiting for a decision on your asylum application?

No ☐ Please go to Part 10.

Yes ☐ Send us details of any support given to you by the Home Office, e.g a letter from the Home Office which tells us about these things.

No ☐ Please go to Part 10.

Yes ☐ Send us details of any support given to you by the Home Office, e.g a letter from the Home Office which tells us about these things.

## Part 10

## When you want to apply from



Please read **Part 10** of the booklet **Notes to help you fill in the form** before you fill in this part.

### When do you want to apply from?

We will consider your application from the date you choose.  
Please tick one box.

☐ The qualifying age you can get Pension Credit

☐ Another date -  /  /

Please tell us below why you think you qualify from this date.

Have your circumstances remained the same from this date?

Yes ☐

No ☐ If no, please detail changes

## Part 11

## Other information



Please read **Part 11** of the booklet **Notes to help you fill in the form** before you fill in this part.

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.



Please read **Part 12** of the booklet **Notes to help you fill in the form** before you fill in this part.

## Payment Direct into an account

### We normally pay your money direct into an account

You can use a bank, building society or other account provider. Many banks and buildings societies will let you collect cash at the post office.

### How we will pay you

We will tell you when the first payment will be made and how much it is for. Each payment, after the first one should be the same unless there is a change in your circumstances. We will tell you whenever there is going to be a change in the amount we pay into your account.

### Finding out how much we have paid into the account

You can check your payments on the account statements. The statements may show your National Insurance (NI) number next to payments that are from us. If you think your payment is wrong, get in touch with the office that pays you straight away.

### 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 out. If this happens, we will contact you before we recover any money.

## About the account you want to use

### What to do now:

- Tell us about the account you want to use on the next page. By giving us your account details you are agreeing to be paid by Direct Payment and understand the information above about being overpaid.
- If you intend to open an account, please give us your account details as soon as you have them.
- If you do not have an account, please contact us and we will give you more information.

**Please tell us your account details overleaf. It is very important you complete ALL boxes correctly including the building society roll or reference number if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.** You can find the account details on your chequebook or bank statements. If you are not sure about the details, ask the bank, building society or other account provider.

**About the account you want to use****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 the customer, the account should be in your name only.
- To be paid into a credit union account you must provide the credit union's account details. Your credit union will be able to help you with this.

**Name of the account holder**

Please write the name of the account holder exactly as shown on the chequebook or statement.

**Full name of bank, building society or other account provider****Sort code**

Please tell us all six numbers  
for example, 12-34-56

 -  - **Account number**

Most account numbers are 8 numbers long. If your account number has fewer than 10 numbers, please fill in the numbers from the left.

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

**Building society roll or reference number**

You may be getting other benefits and entitlement that are not paid direct into an account. To have them paid into the above account, please tick the box.

☐

*Please continue to fill in the application form and send it to us now.*

## Part 13

## Your declaration

I **declare** that the information I have given on this form is correct and complete as far as I know and believe, and I have included all my income and savings.

I **understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

I **agree** to my Pension Credit being paid directly into the account I have chosen, if I have given account details on this form.

I **understand** if I have given account details on this form, that the Department has the right to recover overpayments caused by the way the system works for direct payment, as described in Part 11 of the booklet [Notes to help you fill in the form](#).

I **understand** that I must promptly tell the office that pays my credit of anything that may affect my entitlement to, or the amount of, that credit.

I **understand** that you may check the information I have given with HM Revenue & Customs and other sources. The information may be used for other purposes relating to the work of the Social Security Agency and may be given to other organisations and bodies as allowed by law.

(Under section 15 of the Social Security Fraud (NI) Act 2001 it is an offence to fail to notify a change of circumstances promptly. Failure to tell us about a change in your circumstances promptly may result in action being taken against you.)

**This is my application for Pension Credit**

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 booklet [Notes to help you fill in the form](#) before you fill in this part.

**Have you signed this form for someone else?**

No ☐ Thank you. There are no more questions.

Yes ☐ Please tell us about yourself below.

Your name

Your address

  
  
 Postcode

Your daytime phone number if you have one

 Code  Number

**What is this number?**

Home ☐ Work ☐ Mobile ☐ Fax ☐

Your National Insurance (NI) number

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

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

## Part 14

## What to do now

**Please check:**

- that you are sending us all the original documents we have asked for – for example, pension payslips
- that you have answered all the questions on this form that apply to you and your partner, if you have one
- that you have filled in form **MI12(PC)**, if we have included one with this application form
- that you have filled in the Housing Benefit claim form, if you need help with your rent or rates.

We need verification from the date you wish to claim from.

**Please tick which original documents you are sending us.**

We will return all the documents to you. We will do our best to return them to you within five working days of getting them.

- ☐ Proof of service charges
- ☐ Proof of a private or work's pension or any other pension – except a state pension paid by the department
- ☐ Proof of money coming in
- ☐ Proof of Savings, Investments
- ☐ If you own land, please provide land maps
- ☐ If you are self-employed please provide accounts
- ☐ Please provide payslips

**Please ensure you have signed and dated the declaration at Part 13.**

**Then send your forms and documents to us.** Use the envelope that came with this application pack. It does not need a stamp.

If you are worried about sending us original documents, you can send them by recorded delivery or registered post, which you will have to pay for.

## For office use

Issue date

Initial date of contact

Date of application

Date of entitlement

**I read back to the customer the entries I made on this form based on the information they gave me. The customer agreed they were correct.**

Interviewing officer's signature

Please ensure you have also signed this form at Part 13. Failure to do so will result in your claim being delayed, as the form will be returned to you.

Customer's signature

Date

Please put the form in the envelope that came with the form. The envelope does not need a stamp.

If you want to ask us anything about this form, please get in touch with us. Our contact details are:

Social Security Agency  
Northern Ireland Pension Credit  
Carlisle House  
PO Box 205  
LONDONDERRY  
BT48 6YB

Telephone: 0808 100 6165

Textphone: 0808 100 1165

Email: [pensionservice@thepensionservice.gsi.gov.uk](mailto:pensionservice@thepensionservice.gsi.gov.uk)