



## **INSTRUCTIONS**

1. Accomplish and submit this form in one (1) copy.
2. Any alterations should be initialed by the member or the employer's authorized representative, if employed.
3. The female member should submit this form together with the Pregnancy Test or Ultrasound Report at least 60 days from the date of conception, to her employer if employed, or to the SSS, if separated/voluntary/self-employed member.
4. The employer must submit the maternity notification (MAT-1) within 15 days upon receipt of notification from the employee.
5. The maternity notification (MAT-1) duly stamped received by the SSS should be attached to the properly filled out Maternity Reimbursement (MAT-2).