

PARENTAL BENEFITS APPLICATION FORM



Please read the guidance notes overleaf before completing this form.

Your details									
Name	Membership number								
Date of birth	Employer								
Email	Telephone								
Home address and postcode									
About your absence from work									
Maternity <input type="checkbox"/> Paternity <input type="checkbox"/> Adoption <input type="checkbox"/>									
Date of adoption / child's birth									
First date you were absent from work									
Return to work date									
Evidence you need to send us with this form									
<input type="checkbox"/> At least one document from list A; and <input type="checkbox"/> At least one document from list B									
A (Proof of reason of absence)	B (Proof of duration of absence)								
<input type="checkbox"/> A birth certificate <input type="checkbox"/> Mat B1 form <input type="checkbox"/> Proof of adoption or placement <input type="checkbox"/> Letter from a social worker (for adoption claims) <input type="checkbox"/> Letter from your employer stating type of parental leave	<input type="checkbox"/> Letter from employer stating start and end dates of your parental leave <input type="checkbox"/> Copy of payslips showing evidence of leave due to parental care								
Your bank details for the payment of your benefit									
Direct Credit is the electronic funds transfer service offered by all the major banks and building societies. These payments are sometimes referred to as automated credits, credit transfers or BACs payments. Direct Credit allows money to be transferred directly from one bank account to another, and guarantees arrival on the date specified.									
Bank name:	Name on Account:								
Bank address:	Account number: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
Postcode:	Sort code: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td></tr></table> - <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td></tr></table> - <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td></tr></table>								
Declaration									
I declare that I have been absent from work and the information I have given is correct and true.									
Signature.....Date.....									
For office use only									
Date processed	Benefit period								
Processed by	Amount								

Parental Benefits rates table

Membership Level	Maternity	Paternity	Adoption
Enhanced Full Time	£10 p/w for 39 weeks	£15 p/w for 2 weeks	£10 p/w for 39 weeks
Enhanced Part Time	£5 p/w for 39 weeks	£7.50 p/w for 2 weeks	£5 p/w for 39 weeks
Enhanced Low Pay	£10 p/w for 39 weeks	£15 p/w for 2 weeks	£10 p/w for 39 weeks
Basic Full Time	not available	not available	not available
Basic Part Time	not available	not available	not available
Basic Low Pay	not available	not available	not available

What are Parental Benefits?

Parental Benefits are financial benefits for Enhanced Unite members who have been absent from work due to a period of maternity, paternity or adoption.

Do you qualify?

A policy and guidance document is available online. <https://unitetheunion.org/why-join/member-offers-and-benefits/member-offers/enhanced-membership-benefits/>

You can claim this benefit if:

- you have been absent from work due to maternity / paternity / adoption ; and
- you have paid for the Enhanced membership for 26 weeks before the date of birth/adoption and have continued for the duration of your claim; and
- your membership is not in arrears or lapsed.

Guidance Notes for periods of absence on or after 1st January 2019

- Maternity and Adoption benefit is set at £10 per week for up to a maximum of 39 weeks. Benefit is payable from the first day of absence.
- Paternity benefit is set at £15 per week for up to a maximum of 2 weeks. This benefit is claimable from the first day of absence.
- You can only claim for a period of absence within the last 18 months.
- Maternity benefit is claimable only for female members who take a period of maternity leave.
- Adoption benefit is claimable for members who have been designated the “main adopter”.
- Paternity can be claimed by fathers (biological and adoptive), husbands, civil partners and partner of either sex who live with the mother or “main adopter” in an enduring family relationship who have the main responsibility (apart from or in addition to the mother or “main adopter”) for bringing up the child or children.
- If a mother or main adopter does not use their full 39 weeks maternity or adoption benefit entitlement they can claim the remaining weeks if she produces evidence that her spouse/partner has taken shared parental leave to look after the newborn or adopted child/children .
- Enhanced Members, whose maternity leave is greater than 39 weeks, who remain employed but without pay from their employer, are eligible to have all Unite contributions waived for up to three years (in three month increments) at the end of their claim. If the member exhausts their 39 week maternity benefit and are still in receipt of some pay (but under 50%) they may claim Reduced Income Benefit (this cannot be claimed for the same period as either maternity, paternity or adoption benefits)
- Payment will be made into your bank account. We do not send cheques.

Data Protection

All data and information that we request is necessary for us to administrate and assess your eligibility for parental benefits, to keep our database as accurate and up to date as possible and allows us to contact you should there be an issue with your benefit application. For details as to how Unite will process your data please see Unite the Union’s up to date privacy notice at <http://www.unitetheunion.org/legal-information/privacypolicy/> or contact your regional office for a copy.