

Carers
First



Carer's Allowance

Form

Carer's Allowance Form Walkthrough

Filling out all the different financial forms and paperwork when you first become a carer can often become confusing and challenging to navigate. This guide has been created to help you understand some uncommon terminology used in the government's Carer's Allowance Form.

Disclaimer: This resource is not a substitute for the official Carer's Allowance form available on the GOV.UK website.

What is Carer's Allowance?

Carer's Allowance is a working aged benefit for people between the ages of 16 and 66. (Due to increase to 67 in 2024). It is paid to people who are providing 35 or more hours of care and are not earning more than £139 per week from paid employment. The person you are caring for must also be getting a qualifying disability benefit like Personal Independence Payment, Attendance Allowance or Disability Living Allowance.

Please see the [Carers First Website](#) for more information on whether you are eligible for Carer's Allowance.

Glossary

The following words and phrases are defined below:

Question	Term	Definition / Explanation
6	P60	A P60 is a statement outlining the tax and National Insurance (NI) contributions you've paid over the previous tax year. If you're an employee, you'll receive one at the end of each tax year. You'll either get a paper copy or an electronic version. P60s are issued by an employer, so you <u>won't get one if you're self-employed.</u>
8	Civil Partnership	A civil partnership is a legal relationship which can be registered by two people who aren't related to each other. Civil partnerships are available to both same-sex couples and opposite-sex couples.
16	European Economic Area (EEA)	You are a European Economic Area (EEA) national if you are a citizen or national of one of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic (Czechia), Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.
38	Armed Forces Independence Payment (AFIP)	Armed Forces Independence Payment (AFIP) is an additional allowance which provides financial support for service personnel and veterans who have an Armed Forces Compensation Scheme (AFCS) Guaranteed Income Payment (GIP) which is in Band A - C.
39	Disability Benefit	Disability Benefit is money that is paid by the government to someone who cannot work because of an illness, injury, or medical condition.
43	Carers Support Payment	Carers Support Payment is a benefit for unpaid carers who give regular and substantial care to a disabled person. It's a taxable benefit and forms part of your taxable income.
43	Universal Credit	Universal Credit is a payment to help with your living costs. It's paid monthly - or twice a month for some people in Scotland. You may be able to get it if you're on a low income, out of work or you cannot work.

44	Respite Care	Respite care is the temporary institutional care of a sick, elderly, or disabled person, providing relief for their usual carer.
78	Trainee scheme	A trainee scheme refers to a structured program designed to provide individuals with practical training, hands-on experience, and skill development in a specific field or industry. These schemes are often offered by companies, organisations, or educational institutions and typically involve a combination of formal training, on-the-job learning, mentorship, and assessment.
96	P45	You'll get a P45 from your employer when you stop working for them. Your P45 shows how much tax you've paid on your salary so far in the tax year (6 April to 5 April). By law your employer must give you a P45 – you can ask them for one.
104	Payment in Lieu of Notice (PILON)	An employee could be entitled to get ' payment in lieu of notice ' (PILON). This means they stop work straight away but still get paid for their notice period.
104	Statutory Sick Pay (SSP)	Statutory Sick Pay (SSP) is the minimum amount of sick pay that an employer must pay to employees who cannot work due to illness.
104	Statutory Maternity Pay (SMP)	Statutory Maternity Pay (SMP) lasts up to 39 weeks, made up of: <ul style="list-style-type: none"> • 6 weeks getting 90% of your average weekly pay (before tax) • 33 weeks getting either £172.48 a week or 90% of your average weekly pay (before tax) - whichever is less.
104	Statutory Adoption Pay (SAP)	Statutory Adoption Pay (SAP) is a weekly payment from your employer that helps you take time off work when you adopt a child or have a baby through surrogacy. You can't claim SAP if your partner has claimed SAP, or if you're claiming Statutory Paternity Pay for the child.
113	Ceased trading	A company that has ceased trading has stopped its business activities but may still exist legally.
121	Marriage Allowance	If you're married or in a civil partnership, one of you can transfer up to £1,260 of your Personal Allowance to the other, as Marriage Allowance . This is just over 10% of the basic £12,570 Personal Allowance for the 2023-24 tax year. (Basic Personal Allowance is the amount of income you don't have to pay tax on).

The remainder of the document will provide an in-depth examination of the Carer's Allowance forms, focusing on the terms previously explained in the glossary and their relevance to the questions within the form. This analysis aims to offer clarity and guidance on navigating the form effectively.

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About your Carer's Allowance

There is more information about how Carer's Allowance affects other benefits in the notes booklet and at www.gov.uk/carers-allowance

You must tell the person you are providing care for, or their legal representative, before you claim Carer's Allowance.

01 When do you want your Carer's Allowance to start?

DD/MM/YYYY

Please make a note of this date.
We will ask you about it again later.

About you - the carer

02 Title

Mr/Mrs/Miss/Ms/other

03 Surname or family name

04 All other names in full

05 All other surnames or family names you have used or been known by

Include maiden names, all former married names and all changes of surname or family name

06 National Insurance (NI) number

You can get this from your National Insurance number card, letters about benefits, payslips or form P60. If you do not tell us your National Insurance number, it could delay your claim.

07 Date of birth

DD/MM/YYYY

08 What is your marital or civil partnership status?

- Single
- Married or civil partner
- Living with partner
- Separated
- Divorced or civil partnership dissolved
- Widowed or surviving civil partner

09 Address

Postcode

10 Phone number

08 What is your marital or civil partnership status?

- Single
- Married or civil partner
- Living with partner
- Separated
- Divorced or civil partnership dissolved
- Widowed or surviving civil partner

A **civil partnership** is a legal relationship which can be registered by two people who aren't related to each other.

Civil partnerships are available to both same-sex couples and opposite-sex couples.

06 National Insurance (NI) number

You can get this from your National Insurance number card, letters about benefits, payslips or form P60. If you do not tell us your National Insurance number, it could delay your claim.

A **P60** is a statement outlining the tax and National Insurance (NI) contributions you've paid over the previous tax year. If you're an employee, you'll receive one at the end of each tax year. You'll either get a paper copy or an electronic version.

P60s are issued by an employer, so you won't get one if you're self-employed.

The next explained term is on question 16 of the form.

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11 Mobile phone number

To help us deal with your claim or any queries you may have as quickly as possible, please give us your mobile phone number so we can contact you by text message.

If you have speech or hearing difficulties and want us to contact you by textphone, please tick this box.

12 Are you able to speak to us in English?

 No

Please tell us the language that we should use when speaking to you

 Yes

13 What is your nationality?

For example, British. If you have a current passport, please give your nationality as shown on your passport.

14 Which country do you normally live in?

15 Which country are you living in now?

16 If you are Swiss or a European Economic Area (EEA) national, were you living in the United Kingdom (UK) before 1 January 2021?

For a list of EEA countries, please see the notes booklet.

 No Yes

17 Have you been present in Great Britain throughout the 3 years before the date you are claiming from?

Great Britain is England, Scotland and Wales.

 No Yes **Go to question 19**

18 If No, please tell us about any countries you have lived in or visited in the 3 years before the date you are claiming from. If you had more than 3 visits abroad, tell us about them in More Information on page 20.

Period 1

Which country did you live in or visit?

When did you go there?

DD/MM/YYYY

When did you return to Great Britain?

DD/MM/YYYY

What was your reason for being there?

For example, you live there, for a holiday, for work.

Was the person you look after with you?

 No Yes

16 If you are Swiss or a European Economic Area (EEA) national, were you living in the United Kingdom (UK) before 1 January 2021?

For a list of EEA countries, please see the notes booklet.

 No Yes

You are a **European Economic Area (EEA)** national if you are a citizen or national of one of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic (Czechia), Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

The United Kingdom left the EEA when it left the EU on 31 January 2020.

The next explained term is on question 38 of the form.

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About the person you provide care for

Remember

You must tell the person you are providing care for, or their legal representative, before you claim Carer's Allowance.

When you claim Carer's Allowance, the person you provide care for may stop getting any severe disability premium they get with their:

- income-based Jobseeker's Allowance
- Income Support
- income-related Employment and Support Allowance

- Housing Benefit
- Universal Credit.

If they get extra Pension Credit for severe disability, it will either stop or go down.

It could also affect their Council Tax reduction, but this would need to be checked with their local council.

There is more information about how Carer's Allowance affects other benefits in the notes and at www.gov.uk/carers-allowance

31	Their title Mr/Mrs/Miss/Ms/other <input type="text"/>
32	Their surname or family name <input type="text"/>
33	All their other names in full <input type="text"/>
34	Their National Insurance (NI) number <input type="text"/>
35	Their date of birth DD/MM/YYYY <input type="text"/>
36	Their address, if different from yours You do not have to live at the same address as the person you provide care for. <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>

37	What is this person's relationship to you? <input type="text"/>
38	Are they getting Armed Forces Independence Payment? <input type="checkbox"/> No <input type="checkbox"/> Yes
39	Is the person you care for receiving a disability benefit from an EEA country or Switzerland? <input type="checkbox"/> No <input type="checkbox"/> Yes What is the name of the benefit? <input type="text"/> Which country is paying the benefit? <input type="text"/> Please send in a recent notification regarding this benefit award if you have one.
40	Have you spent 35 hours or more each week providing care for this person since the date you want to claim from? <input type="checkbox"/> No <input type="checkbox"/> Yes

38	Are they getting Armed Forces Independence Payment? <input type="checkbox"/> No <input type="checkbox"/> Yes
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Armed Forces Independence Payment (AFIP) is an additional allowance which provides financial support for service personnel and veterans who have an Armed Forces Compensation Scheme (AFCS) Guaranteed Income Payment (GIP) which is in Band A - C.

39	Is the person you care for receiving a disability benefit from an EEA country or Switzerland? <input type="checkbox"/> No <input type="checkbox"/> Yes What is the name of the benefit? <input type="text"/> Which country is paying the benefit? <input type="text"/> Please send in a recent notification regarding this benefit award if you have one.
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Disability Benefit is money that is paid by the government to someone who cannot work because of an illness, injury, or medical condition.

The next explained term is on question 44 of the form.

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41 Were you providing care for this person for 35 hours or more each week before the date you want to claim from?

- No
 Yes

When did you start providing care for them?

DD/MM/YYYY

42 If you were providing care for this person before the date you want to claim from, have there been any times you were unable to provide care for this person during the 6 months before the date you want to claim from?

This is when you spent less than 35 hours per week providing care for the person. For example, when:

- they were in respite care, hospital or on holiday without you
- you were in hospital or on holiday without them.

- No
 Yes

Tell us about this on the next 3 pages. You could still get Carer's Allowance for these times.

43 Is another person getting Carer Support Payment or an extra amount of Universal Credit for providing care for them?

There is more information about what happens if there is more than one carer in the notes booklet.

- No **Go to question 44**
 Yes

Tell us about the person who is getting the carer element of Universal Credit. If you can, tell us their name, address, date of birth and National Insurance number.

Their name

Their address

Postcode

Their National Insurance (NI) number

Their date of birth

DD/MM/YYYY

44 Has the person you provide care for been in hospital, a care home or respite care for at least a week since the date you want to claim from and the 26 weeks before this date?

- No **Go to question 57**
 Yes

Tell us about this (questions 45-56). If they had more than 3 periods in hospital, a care home or respite care, please tell us about this in **More Information on page 20**.

Period 1

45 Were they in hospital or a care home or respite care?

- hospital
 a care home or respite care

44 Has the person you provide care for been in hospital, a care home or respite care for at least a week since the date you want to claim from and the 26 weeks before this date?

- No **Go to question 57**
 Yes

Tell us about this (questions 45-56). If they had more than 3 periods in hospital, a care home or respite care, please tell us about this in **More Information on page 20**.

43 Is another person getting Carer Support Payment or an extra amount of Universal Credit for providing care for them?

There is more information about what happens if there is more than one carer in the notes booklet.

- No **Go to question 44**
 Yes

Tell us about the person who is getting the carer element of Universal Credit. If you can, tell us their name, address, date of birth and National Insurance number.

Respite care is the temporary institutional care of a sick, elderly, or disabled person, providing relief for their usual carer.

Carers Support Payment is a benefit for unpaid carers who give regular and substantial care to a disabled person. It's a taxable benefit and forms part of your taxable income.

Universal Credit is a payment to help with your living costs. It's paid monthly - or twice a month for some people in Scotland. You may be able to get it if you're on a low income, out of work or you cannot work.

The next explained term is on question 78 of the form.

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Period 3

74 When did you not provide care for 35 hours a week?
From what time? am/pm

From what date?
DD/MM/YYYY

To what time? am/pm

To what date?
DD/MM/YYYY

75 Where was the person you provide care for?
 On holiday
 At home
 Somewhere else

76 Where were you?
 On holiday
 At home
 Somewhere else

About education

77 Have you been on a course of education since the date you want to claim from?
If you are on holiday such as the summer or winter vacation, or on temporary leave from your course, still tick Yes.
 No **Go to question 89**
 Yes

78 Are you on a trainee scheme?
 No
 Yes
We will contact you about this

79 What is the title of your course?

80 What is the type of course?
For example GCSE, A-level, NVQ, traineeship or degree

81 What is the name of your school, college or university?

82 What is the address of your school, college or university?

Postcode

78 Are you on a trainee scheme?

- No
 Yes

We will contact you about this

A **trainee scheme** refers to a structured program designed to provide individuals with practical training, hands-on experience, and skill development in a specific field or industry. These schemes are often offered by companies, organisations, or educational institutions and typically involve a combination of formal training, on-the-job learning, mentorship, and assessment.

The next explained term is on question 96 of the form.

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<p>91 Employer's name</p> <input type="text"/>	<p>97 How many hours a week do you or did you work?</p> <input type="text"/>
<p>92 Employer's address</p> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	<p>98 How often were you or are you paid?</p> <p><input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> 4-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other Tell us how often</p> <input type="text"/>
<p>93 Employer's phone number</p> <input type="text"/>	<p>99 When do you or did you get paid?</p> <p>For example, every Friday, the last day of every month, every fourth Friday, fifteenth of every month</p> <input type="text"/>
<p>94 Payroll or employee number</p> <input type="text"/>	<p>100 Do you or did you get paid the same amount each time?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>
<p>95 When did you start this job?</p> <p>DD/MM/YYYY</p> <input type="text"/>	<p>101 When were you last paid?</p> <p>DD/MM/YYYY</p> <input type="text"/>
<p>96 Has the job finished?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>When did you last work? DD/MM/YYYY</p> <input type="text"/>	<p>102 How much was your last payment?</p> <p>Tell us the amount before taking off any tax or deductions</p> <input type="text"/>
<p>What is the leaving date on your P45, if you have one? DD/MM/YYYY</p> <input type="text"/>	<p>103 What period did this cover?</p> <p>DD/MM/YYYY</p> <p>From <input type="text"/></p> <p>To <input type="text"/></p>
<p>Does your employer owe you any money? This might be holiday pay, redundancy pay, or payment instead of notice (PILON)?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>	

96 Has the job finished?

No
 Yes

When did you last work?
DD/MM/YYYY

What is the leaving date on your P45, if you have one?
DD/MM/YYYY

Does your employer owe you any money? This might be holiday pay, redundancy pay, or payment instead of notice (PILON)?

No
 Yes

You'll get a **P45** from your employer when you stop working for them.

Your P45 shows how much tax you've paid on your salary so far in the tax year (6 April to 5 April).

By law your employer must give you a P45 – you can ask them for one.

The next explained term is on question 104 of the form.

**Carers
First**

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104 What was included in this pay?

Include things like holiday pay, redundancy pay or a payment instead of notice (PILON), SSP and SMP. Give us full details of everything paid to you and what period each payment was for.

How much and how often the payments were made

Employer's name

Employer's address

Postcode

107 Do you or did you pay for anything necessary to do your job?

For example, tools or protective clothing. These are things you have to pay for yourself, not things that your employer pays for.

No [Go to question 108](#)

Yes

Tell us about anything you have to pay for which is essential for your job. Tell us what it is, why you need it how much it costs and how often you have to pay for it.

105 Do you or did you pay into a pension scheme?

This could be an occupational pension (a works pension), a private pension, a stakeholder pension or a retirement annuity scheme.

No [Go to question 106](#)

Yes

Tell us the type of pension, how much you paid and how often.

Type of pension

Amount paid and how often

106 Have you had any Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay or Statutory Adoption Pay since the date you want to claim from?

No [Go to question 107](#)

Yes

Tell us which payment you had

104 What was included in this pay?

Include things like holiday pay, redundancy pay or a payment instead of notice (PILON), SSP and SMP. Give us full details of everything paid to you and what period each payment was for.

An employee could be entitled to get '**payment in lieu of notice' (PILON)**. This means they stop work straight away but still get paid for their notice period.

Statutory Sick Pay (SSP) is the minimum amount of sick pay that an employer must pay to employees who cannot work due to illness.

Statutory Maternity Pay (SMP) lasts up to 39 weeks, made up of:

- 6 weeks getting 90% of your average weekly pay (before tax)
- 33 weeks getting either £172.48 a week or 90% of your average weekly pay (before tax) - whichever is less.

106 Have you had any Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay or Statutory Adoption Pay since the date you want to claim from?

No [Go to question 107](#)

Yes

Tell us which payment you had

Statutory Adoption Pay (SAP) is a weekly payment from your employer that helps you take time off work when you adopt a child or have a baby through surrogacy. You can't claim SAP if your partner has claimed SAP, or if you're claiming Statutory Paternity Pay for the child.

The next explained term is on question 113 of the form.

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113 Have you ceased trading?

- No
 Yes

If you ceased trading more than a week before the date you want to claim Carer's Allowance from, [Go to question 124.](#)

114 What type of work or business is it?

115 What is your trading year?

DD/MM/YYYY

Start date

End date

Please send us the most recent finalised accounts you have for your business. We cannot accept tax returns.

116 Are you sending us your most recent finalised accounts?

- No [Go to question 124](#)
 Yes

If you cannot send us your most recent finalised accounts, we will write to you for more information.

117 Are the income, outgoings and profit in these accounts similar to your current level of trading?

- No
Tell us briefly how it is different and when it changed. We will contact you about this.

- Yes

118 During the period of the accounts you are sending us, did you pay into a pension scheme?

This could be an occupational pension (a works pension), a private pension, a stakeholder pension or a retirement annuity scheme.

- No
 Yes

Tell us the type of pension, how much you paid and how often.

Type of pension

Amount paid and how often

119 While you are at work, during the period of the accounts you are sending us, did you pay for childcare or for someone to look after the person you provide care for?

- No [Go to question 120](#)
 Yes

Tell us who you pay, how much you pay and how often, and who you pay for. If you pay a family member, tell us their relationship to you and the person you provide care for.

Who do you pay?

If they are a family member, what is their relationship to you?

Amount paid and how often

Who do you pay for?

113 Have you ceased trading?

- No
 Yes

If you ceased trading more than a week before the date you want to claim Carer's Allowance from,

[Go to question 124.](#)

A company that has **ceased trading** has stopped its business activities but may still exist legally.

The next explained term is on question 121 of the form.

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120 Are you receiving tax-free childcare?

No
 Yes

Tell us how much and how often.

How much?

How often?

121 Are you or your partner getting Marriage Allowance?

No
 Yes

What is the tax code of the person getting Marriage Allowance?

122 Does your tax code begin with 'S'?

No
 Yes

123 Does your tax code begin with 'C'?

No
 Yes

121 Are you or your partner getting Marriage Allowance?

No
 Yes

What is the tax code of the person getting Marriage Allowance?

If you're married or in a civil partnership, one of you can transfer up to £1,260 of your Personal Allowance to the other, as **Marriage Allowance**. This is just over 10% of the basic £12,570 Personal Allowance for the 2023-24 tax year. (Basic Personal Allowance is the amount of income you don't have to pay tax on).

About other money

124 Have you received any payments for the person you provide care for or anybody else since the date you want to claim from?

For example, payments for fostering, adult placements, direct payments or any payments from your local council.

No
 Yes

What is this payment called?

Who pays you?

Amount paid

How often?

125 How would you like to be paid?

Please tick one box.

Every week
 Every 4 weeks

Carers First

Stay in touch

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[carersfirst.org.uk](https://www.carersfirst.org.uk)

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