

We have sent this form because you maybe entitled to notice pay. Please answer all the relevant questions fully in block capitals. If you run out of space, please attach a sheet of paper with any extra information.

Employer:

Case reference:

National insurance number:

Data Protection Act 1998

We will put the information you give us onto a computer. It will help us deal with your claim. We may also give this information to your last employer, their representative and any relevant government departments or agencies to check your claim and work out your payment.

Your statutory notice period runs

From to

It is important that when answering the questions on the form your answers relate to this period.

Details of income from your new employment

1. Did you have a job during your notice period?

Yes Please give details of the first job below. Give details of any other jobs on a separate sheet of paper that you should attach to this form.

No Go to question 9.

2. What was your new job called?

3. Name of new employer (company, business or owner)

Address of new employer (including postcode)

4. When did you start this job?

5. Are you still working there?

Yes No

If No, when did you leave?

6. What was your basic pay?

(before taking tax and national insurance and without overtime)

£ every Week/month/year

7. How many hours did you normally work each week?

 hours

8. How much did you receive or will you receive from all your work, during your notice period (include all overtime, bonuses and so on)? Give the total of your earnings before taking off tax and national insurance.

£

Details of Social Security Benefits

9. During your notice period (shown on the front of this form) were you claiming Jobseeker's Allowance, Income Support or any other benefits ?

Yes No

If yes, please enter type(s) of benefit

Date your claim started

Date your claim ended

The total amount of benefit you have or will receive in respect of your notice period.

If you were unemployed and not claiming Jobseeker's Allowance, Income Support or other benefit, please give the reasons (for example, your claim was refused and the reason, or you were on holiday)

Declaration- Please read this carefully before signing

- The information I have given on this form is correct as far as I know. You can check this information with my last employer, their representatives or with other sources of information such as government departments and agencies.
- This is my only application for notice pay for this employment.
- I understand that you may take legal action against me if I have made a false statement on this form.

Your signature:

Date:

Now return your form to this address:

**Watford Redundancy
Payments Office**
PO Box 15, Exchange House
60 Exchange Road
Watford
WD18 0YP