

# REDUCED INCOME BENEFIT 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	
If you have claimed before and want to extend your claim, please tick <input type="checkbox"/>	
Reason for claiming reduced income benefit	
Date that you were last paid your normal pay (100% pay)	
Date that your pay first reduced to 50% or less or date that SSP or SMP starts	
Date returned or estimated return date to work	

Evidence you need to send with this form	
<input type="checkbox"/> At least one document from list A; <b>and</b> <input type="checkbox"/> At least one document from list B	
<p style="text-align: center;"><b>A</b></p> <p style="text-align: center;">(Proof of reason of absence)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sick notes</li> <li><input type="checkbox"/> Letter from a medical professional</li> <li><input type="checkbox"/> Letter from your employer stating reason of absence</li> <li><input type="checkbox"/> Birth Certificate or Mat B1 form</li> <li><input type="checkbox"/> Proof of adoption</li> </ul>	<p style="text-align: center;"><b>B</b></p> <p style="text-align: center;">(Proof of duration of absence and reduction of pay by 50% or on SSP or SMP)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter from employer with dates and pay summary</li> <li><input type="checkbox"/> Copies of payslips (Your last one at full pay, your first and last payslip which show you have had a reduction of 50% or greater in pay.)</li> </ul>

Your bank details										
<small>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.</small>										
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><td> </td></tr></table> - <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td></tr></table> - <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><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	Amount
Processed by	Date period

## Reduced Income Benefit rates table

Membership type	Weekly membership subscription rates	Reduced Income Benefit Weekly rate	Amount per day of absence (We pay 5 out of 7 days in a week)
Full Time	£3.45	£0.55	£0.58
Part Time	£2.03	£0.55	£0.30
Low Pay	£2.15	£0.55	£0.32
Apprentice Year 1	£0.75	£0.55	£0.04
Apprentice Year 2	£1.47	£0.55	£0.18
Apprentice Year 3	£2.13	£0.55	£0.32
Apprentice Year 4	£2.80	£0.55	£0.45

### What is Reduced Income Benefit?

Reduced Income Benefit is a set amount per day for members who have been absent from work, but still employed, and their gross taxable income has been reduced by 50% or more or you are only in receipt of SSP or SMP. The benefit payable is the difference between the Basic level of subscription based on your membership type indicated in the table above (excluding additional benefits and branch funds) and 55p per week. Qualifying members receive the relevant daily rate which is based on 5 days in a working week, minus a 7 day qualification period.

### Do you qualify?

A policy and guidance document is available online.

You can claim this benefit if:

- you are employed; and
- you have been absent from work for longer than 7 days due to ill health, injury, maternity leave, paternity leave, adoption leave, shared parental leave, careers break, sabbatical, carer's leave or extended bereavement; and
- your gross taxable pay has been reduced by 50% or more or if you are only in receipt of SSP (Statutory Sick Pay) or SMP (Statutory Maternity Pay); and
- you have paid for a membership type (listed in the table above) for at least 13 weeks before the start of your absence; and
- your membership is not in arrears or lapsed.

### Guidance Notes

- Reduced Income Benefit cannot be claimed for the same period as any sickness or parental leave benefits. Enhanced members should claim sickness or parental leave benefits first and then immediately start a claim for Reduced income benefit if they qualify.
- Reduced Income Benefit can be claimed for past absences within 52 weeks from date of application and up to 3 months into the future. Where future absences are expected to last for longer than 3 months, i.e. maternity leave or due to serious illness or injury, Unite will pay you a lump sum in advance based on the calculations in the table above, up to a maximum of three months. You will receive this every 3 months and will only need to apply once if you have the appropriate documentation.
- If you are unemployed or retired please contact your local office and request to join a Back to Work, Community or Retired Member Plus membership scale for just £0.55 a week.
- Payment will be made into your bank account. We do not send cheques.

### Data Protection

All the data and information that we request is necessary for us to administrate and assess your eligibility for reduced income benefit, 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.