

## Help with completing the form B&C International 1 – revenue benefits

### About this form – Help card

This help card is designed to assist you in completing form B&C International 1 – revenue benefits. You should complete this form if:

- you have arrived in the UK from an A8 country (Czech Republic, Hungary, Lithuania, Slovakia, Estonia, Latvia, Poland and Slovenia)
- you have arrived in the UK from an A2 country (Bulgaria and Romania)
- you have arrived from any other country in the EEA

If you do not provide all the information requested this could lead to a delay in processing your claim.

#### 1. Your details

Please complete this part. If you do not have a UK National Insurance number please still complete and send this form with your Child Benefit claim.

#### 2. About you

In the 'About You' section of this form when you are asked 'What dates have you been in the UK since', please tell us the dates you have been in the UK as follows:

- If you are an A8 national from 1 May 2003 until today's date.
- If you are an A2 national from 1 January 2006 until today's date
- For any other EEA national the dates you have been in the UK for the past 4 months prior to the date you are completing this form. For example if you are completing the form on 15\02\12 we will need the dates you have been in the UK since 15\10\11.

In the 'About You' section when you are asked to complete your NIP and PESEL numbers this is only required if you are a **Polish National**. We only need your PESEL number.

In the 'About You' section when you are asked 'Are you a student?' if the answer is Yes please tell us the date you started studying and where you are studying.

### **3. About your work in the UK**

In the 'About your work in the UK' section of this form when you are asked 'Have you been employed or self employed at any time since' please tell us the dates you have been employed or self-employed in the UK as follows:

- If you are an A8 national from 1 May 2003 until today's date.
- If you are an A2 national from 1 January 2006 until today's date
- For any other EEA national the dates you have been in the UK for the past 4 months prior to the date you are completing this form. For example if you are completing the form on 15\02\12 we will need the dates you have been in the UK since 15\10\11.

If you have worked for more than one employer as well as the information requested please tell us the start and end dates you worked in the box provided.

In the 'About your work in the UK' section of this form when you are asked are you registered with any of the Home Office employment schemes listed below or exempt from registration please only complete if you are an **A2 national**

- the Worker Registration Scheme
- the Worker Authorisation Scheme
- the Seasonal Agricultural Workers Scheme
- the Sectors Based Scheme
- the Highly Skilled Migrant programme

### **4. About your work abroad**

In the 'About your work abroad' section of this form when you are asked under which countries did you pay National Insurance contributions please tell us the country/countries you paid National Insurance contributions to. We do not need information on Added Voluntary Contributions in this section.

### **5. About benefits claimed in the UK**

In the 'About benefits claimed in the UK' section of this form when you are asked 'have you claimed or received any contribution based benefits (for example contribution based Jobseekers Allowance or contribution based Employment and Support Allowance) since' please tell us the contribution based benefits you have claimed or received in the UK for the past 4 months prior to the date you are completing this form. For example if you are completing this form on 15\02\12 we will need details of the contribution based benefits you have claimed in the UK since 15\10\11.

## 6. About benefits claimed abroad

In the 'About benefits claimed abroad' section of this form when you are asked 'are you or were you getting a Social Security benefit while you were living in' please state the country you have arrived from next to this text.

In the 'About benefits claimed abroad' section of this form when you are asked 'Were you or your partner getting family benefits for example Child Benefit, while you were living in' please state the country you have arrived from next to this text.

## 7. About your partner

In the 'About your partner' section of this form if you have a partner please provide all the information requested on the form.

In the 'About Your partner' section of this form when you are asked 'What dates has your partner been in the UK since', please tell us the dates your partner has been in the UK as follows:

- If they are an A8 national from 1 May 2003 until today's date.
- If they are an A2 national from 1 January 2006 until today's date
- For any other EEA national the dates your partner has been in the UK for the past 4 months prior to the date you are completing this form. For example if you are completing the form on 15\02\12 we will need the dates your partner has been in the UK since 15\10\11.

In the 'About Your Partner' section when you are asked 'Is your partner a student?' if the answer is Yes please tell us the date your partner started studying and where they are studying in the 'Other information' section of this form.

In the 'About Your Partner' section when you are asked to complete your partner's NIP and PESEL numbers this is only required if your partner is a **Polish national**. We only need your partner's PESEL number.

If your partner is still living abroad please tell us their address in the 'Other information' section of this form.

## 8. About your partner's work in the UK

In the 'About your partner's work in the UK' section of this form when you are asked 'Has your partner been employed or self employed in the UK at any time since' please tell us the dates your partner has been employed or self-employed in the UK as follows:

- If they are an A8 national from 1 May 2003 until today's date.
- If they are an A2 national from 1 January 2006 until today's date

-For any other EEA national the dates your partner has been in the UK for the past 4 months prior to the date you are completing this form. For example if you are completing the form on 15\02\12 we will need the dates your partner has been in the UK since15\10\11.

If your partner has worked for more than one employer as well as the information requested please tell us the start and end dates your partner worked in the box provided.

In the 'About your partner's work in the UK' section of this form when you are asked is your partner registered with any of the following Home Office employment schemes listed below please only complete if your partner is an A2 National

- .
- the Worker Registration Scheme
- the Worker Authorisation Scheme
- the Seasonal Agricultural Workers Scheme
- the Sectors Based Scheme
- the Highly Skilled Migrant programme

#### **9. About your partner's work abroad**

In the 'About your partner's work abroad' section of this form when you are asked 'under which countries law did they have to pay National Insurance contributions' please tell us the country\countries your partner paid National Insurance contributions to. We do not need information on Added Voluntary Contributions in this section.

#### **10. About your partner's benefits claimed in the UK**

In the 'About your partner's benefits claimed in the UK' section of this form when you are asked 'has your partner claimed or received any contribution based benefits (for example contribution based Jobseekers Allowance or contribution based Employment and Support Allowance) since' please tell us the contribution based benefits your partner has claimed or received in the UK for the past 4 months prior to the date you are completing this form. For example if you are completing this form on 15\02\12 we will need details of the contribution based benefits your partner has claimed in the UK since15\10\11.

### **11. About your partner's benefits claimed abroad**

In the 'About your partner's benefits claimed abroad' section of this form when you are asked 'is or was your partner getting a Social Security benefit while they were living in' please state the country next to this text.

### **12. About your children**

In the 'About your children' section of this form when you are asked 'Please tell us the dates each of the children you are claiming Child Benefit for have been in the UK since' please tell us the dates each of the children you are claiming Child Benefit for arrived in the UK in the boxes provided.

If you have more than 5 children please complete their details in the other information section later in this form.

### **13. About the person your child children**

*You only need to complete this section if your child\children are currently living with or have previously lived with someone else.*

In the 'About the person your child children' section of this form when you are asked 'Please give us the full name and address of the person that' you should give details next to this text of the child\children's name(s) you are claiming benefit for and who they are living with or have previously lived with.

In the 'About the person your child children' section of this form when you are asked 'What is their relationship to' you should give details of what their relationship is to the child\children they are or they were living with.

In the 'About the person your child children' section of this form when you are asked 'Have they claimed Child Benefit from the country they are living in for' you should give details of child\children they are claiming for next to this text.

In the 'About the person your child children' section of this form when you are asked 'Do they regularly give money or other help towards ( )'s support', you should give details of the child\children you are claiming for.

In the 'About the person your child children' section of this form when you are asked 'Do you give money or other help towards ( )'s support' you should give details of the child\children you are claiming for.

If your child\children were living with someone else in the last 3 months please let us know in the 'Other information' section of this form whether you regularly gave money or other help towards the child's\children's support and if so what was the average amount each week and the date when this support start.