




Customer Operations  
National Insurance Contributions & Employer Office  
International Caseworker  
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United Kingdom

Phone +44 191 203 7010 from overseas, or  
0845 915 4811 from the UK  
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Your National Insurance number

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Date

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## About this form

If we have sent you this form it is because we have been asked to send details of your National Insurance contributions (NICs) to help with your recent benefit claim in another EEA member state.

If you have downloaded this form from our website, you can use it to ask for the following.

- Portable document U1 - A statement of NICs to assist any unemployment-related benefit claims. *Please note - Self-employed contributions cannot be used to claim unemployment benefit.*
- Form E301 - A statement of NICs to assist any unemployment-related benefit claims, if you are not a European Economic Area (EEA) national. *Please note - Self-employed contributions cannot be used to claim unemployment benefit.*
- A full statement of NICs for your reference only.

Please tick the appropriate box. If you are asking for portable document U1 or form E301, you will also need to send us a letter from your former employer confirming the reason you left the job and showing their full contact details, including name, address and phone number.

We cannot issue these documents unless you:

- are living in an EEA country
- are leaving the UK within the next two weeks, or
- have a final UK payslip.

Note - If you are a **non-EEA national** your UK insurance record will not assist a claim to **benefits in Denmark**.

If you need a statement of NICs to assist any sickness-related benefit claim in an EEA member state, contact the foreign institution where you have made your claim .and tell them to contact us to ask for form SED S041. To do this, they should complete form SED S040 and send it to us at the address shown above.

## What you need to do

Please complete this form using capital letters. You will also need to get photocopies of:

- final payslips from each employer you have had in the last three years, and
- payslips for the month of March for the last three years if you have been in employment, or
- form P60 *End of year certificate* for the last three years.

If these are not available, please send photocopies of all your P45 *Details of employee leaving work* forms that you have been given in the last three years. Your employer gives you this form when you stop working for them. When you have answered the questions and have the photocopies you need, send them to us at the above address. We may not be able to send you an accurate statement without this information. Your statement may be delayed if we have to confirm your employment details with your previous employer(s).

## 1 - About you

Title *Put Mr, Mrs, Miss, Ms or other title*

Surname or family name

First names

  

Any other surname or family name that you have used

Gender *put 'X' in one box*

Male  Female

Your date of birth *DD MM YYYY*

Nationality

Daytime phone number (including dialling code)

Your National Insurance number

Are you a national of a European Economic Area (EEA) country? *Put 'X' in one box*

Yes  No

## 3 - Your time in the UK

What date did you first arrive in the UK to live? *DD MM YYYY*

What was the last date you left the UK to live in an EEA country? *DD MM YYYY*

Did you live in the UK continuously between these dates? Answer 'Yes' if you were abroad for short periods, for example, for a holiday.

Yes  No

If 'No' please give the dates you were in the UK below.

From *DD MM YYYY*

To *DD MM YYYY*

From *DD MM YYYY*

To *DD MM YYYY*

From *DD MM YYYY*

To *DD MM YYYY*

*If you need more space, please use the 'More information' space on page 4.*

## 2 - Where you live

Country of residence after leaving the UK

Address in that country

  
  
  
  
  

## 4 - Your last UK employer

Employer's name and address

  
  
  

Your employer's tax district and PAYE reference number  
*You can find these on your payslip, form P45 or P60 that your employer gave you when you stopped working for them*

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## Your last UK employer Continued

Are you applying for a statement of National Insurance contributions to claim unemployment benefit abroad?

Yes  No

If 'No' go to part 5 - 'Your UK employers'

If 'Yes' answer the following questions

Type of employment

*For example catering, agriculture, health care*

Your job title

Date you started working for this employer DD MM YYYY

Date you stopped working for this employer DD MM YYYY

How were you paid?

Weekly  Monthly

What was your average weekly or monthly pay?

Number of hours worked during this period

Number of days worked during this period

Why did you leave this job?

Dismissal  Resignation

Expiry of contract  Redundancy

Termination of contract by mutual consent

Did you claim Jobseeker's Allowance between the date you left this job and the date you left the UK?

Yes  No

If 'Yes' tell us the name and address of the Jobcentre Plus office that you claimed from.

  
  
  
  

Enter the Jobcentre Plus phone number if you know it

Start date of your Jobseeker's Allowance claim DD MM YYYY

## 5 - Your UK employers

Please give us details of any other UK employment that you have had in the last three years. If you need more space, please use the 'More information' box on page 4.

If you don't have a UK National Insurance number we will need these details from the date you arrived in the UK until the date you left.

Employer's name and address

  
  
  
  

Employer's tax district and PAYE reference number

Date you started working for this employer DD MM YYYY

Date you stopped working for this employer DD MM YYYY

## 6 - Your UK self-employment

Have you been self-employed in the UK?

Yes  No

If 'Yes' please give the dates you were self-employed in the UK, below.

From DD MM YYYY

To DD MM YYYY

From DD MM YYYY

To DD MM YYYY

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## 7 - If you don't have a UK National Insurance number

Please give the following details for each period you were employed in the UK from the date you arrived in the UK, until the date you left.

*Your payslip from each employer will have these details.*

*If you need more space, please use the 'More information' space below.*

Personnel or staff reference number

Employer's tax district and PAYE reference number

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Payroll number

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## 8 - More information

Use this space if you need to give more details to answer any of the questions, or use a separate sheet of paper and attach it to this form. Please tell us which question it refers to.

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## 9 - Declaration

I declare that:

- the information I have given on this form is complete and correct to the best of my knowledge and belief
- I will tell HM Revenue & Customs straightaway if my circumstances or plans change in a way that affects the answers I have given on this form.

Your signature

Date DD MM YYYY

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# 10 - Checklist

Please use this checklist to make sure you have put everything in the envelope that we need to send you an accurate statement.

**Have you applied for a portable document U1 or form E301?**

Yes  No

If 'Yes', have you enclosed a letter from your former employer confirming the reason you left the job and also showing their full contact details including name, address and phone number?

Yes  No

If 'No', please tell us why.


**Have you enclosed**

Photocopies of your final payslips from each employer you have had in the last three years?

Yes  No

Photocopies of your payslips for the month of March for the last three years if you have been in employment?

Yes  No

If you have answered 'No' to either of these questions, have you enclosed P60 forms for the last three years?

Yes  No

If you have answered 'No' to the last 3 questions, have you enclosed photocopies of all your P45 forms that you have been given in the last three years?

Yes  No

**Have you fully completed section 4 - Your last UK employer?**

*This information is very important to your application and it may be delayed if we have to contact you or your former employer for more details.*

Yes  No


Send your photocopies with this form to:

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