




Customer Operations  
National Insurance Contributions Office  
International Caseworker  
Benton Park View  
Newcastle upon Tyne  
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United Kingdom

Phone **+44 (0) 191 203 7010** from overseas, or  
**0845 915 4811** from the UK  
8.00am to 5.00pm, Monday to Friday

Fax **+44 (0) 191 225 7800**

Your National Insurance number

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Date

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## About this form

We need more information before we can issue:

(please tick appropriate box)

☐

a statement of National Insurance contributions to assist Unemployment Benefit claims  
*Note - Self Employed contributions cannot be used to claim Unemployment Benefit*

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a statement of National Insurance contributions to assist Sickness Benefit claims

☐

a full statement of National Insurance contributions

This cannot be issued until you:

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

## 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 P60s for the last three years.

If these are not available, please send photocopies of all your P45 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 got the photocopies needed, send them to us at the above address. We may not be able to issue you an accurate statement without this information.

## 1 - About you

Your title *Enter Mr, Mrs, Miss, Ms or other title*

Your surname or family name

Your first names

  

Any other surname or family name that you have used

Your gender *put 'X' in one box*

Male ☐ Female ☐

Your date of birth *DD MM YYYY*

Your nationality

Your daytime phone number (including dialing 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 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 'Further  
information' box on page 4.*

## 2 - Where you live

Your country of residence after leaving the UK

Your address in that country

  
  
  
  
  

## 4 - Your last UK employer

Your employer's name and address

  
  
  

Your employer's tax district and PAYE reference number  
*These can be found 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 section 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

Did you get paid

Weekly ☐ Monthly ☐

What was your average wage?

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 'Further 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

  
  
  

Your 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 - 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 'Further information' box on page 4*

Your personnel or staff reference number

Your employer's tax district and PAYE reference number

Your Payroll number

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## 7 – Further information

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

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## 8 – Your 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 and 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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## 9 – Checklist

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

### 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 question and any other question on this checklist, have you enclosed photocopies of all your P45 forms that you have been given in the last three years?

Yes ☐ No ☐

Send your photocopies with this form to:

**Customer Operations**

**National Insurance Contributions Office**

International Caseworker

Benton Park View

Newcastle upon Tyne

NE98 1ZZ, United Kingdom.