HM Revenue & Customs

Non-payment of Statutory Adoption Pay (SAP)

Employee's surname or family name

Other name(s)

National Insurance number

Address

Postcode

Why I cannot pay you SAP

I have ticked the box that applies to you.

☐ I cannot pay you SAP. I have ticked one (or more) of the boxes below to tell you why.

☐ I cannot pay you any more SAP after the week which ends on *DD MM YYYY*

I have ticked one of the boxes below to tell you why I cannot carry on paying you after this date.

☐ You were not employed by me for long enough.	To get SAP you must have worked for me continuously for 26 weeks by the time the adoption agency tell you that you have been matched with a child for adoption.
☐ You did not tell me soon enough that you would be away from work.	To get SAP you must give me at least 28 days notice that you will be away from work. *If you had a good reason for telling me late I may be able to accept late notice.*
☐ You did not give me acceptable evidence of your entitlement soon enough.	To get SAP you must give me acceptable evidence of your entitlement at least four weeks before you are away from work. *If you had a good reason for giving me the evidence late I may be able to accept it.*
☐ I paid you Statutory Sick Pay from *DD MM YYYY*	You cannot get SAP during any week that you are entitled to Statutory Sick Pay.
☐ You were in prison or detained in legal custody on *DD MM YYYY*	You cannot get SAP from me if you are detained in legal custody on, or after, the first day of the SAP period.
☐ You worked on *DD MM YYYY*	You cannot get SAP from me as you have used up your ten Keeping in Touch days during the Adoption Pay Period or you worked during a week of the Adoption Pay Period for a new employer.
☐ Your earnings were too low.	To get SAP your average earnings must be at least equal to the Lower Earnings Limit. Your earnings during the relevant period, including those under any Class 1B arrangement, were insufficient for you to qualify for SAP.

Employer's signature

Date *DD MM YYYY*

Employer's name

Employer's address

Postcode

Phone number

What to do if you disagree
If you disagree with this decision, please let me know. My name, address and phone number are above. If you still disagree, you can ask HM Revenue & Customs for a decision. Look in The Phone Book under *HM Revenue & Customs*.

Other help
If you qualify for adoption leave but not SAP, contact your adoption agency to find out if you can get any other help. You may also want to claim Child Benefit or Tax Credits. Go to **www.hmrc.gov.uk** for more information.