

Employee's surname or family name <input type="text"/>	Address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
Other name(s) <input type="text"/>	
National Insurance number <input type="text"/> <input type="text"/>	

Why I cannot pay you SPP

I have ticked the box that applies to you.

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

I cannot pay you any more SPP 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.

<input type="checkbox"/> You were not employed by me for long enough.	To get SPP you must have worked for me continuously: <ul style="list-style-type: none"> • for a baby, during the whole of the pregnancy up to the baby's birth • for a child that is being adopted in the UK <ul style="list-style-type: none"> - for 26 weeks by the time the person adopting the child is notified by the adoption agency that they would be a suitable adoptive parent for the child, and - from the time the person adopting the child is notified by the adoption agency that they would be a suitable adoptive parent for the child, until the child starts living with the adopter • for a child that is being adopted from abroad <ul style="list-style-type: none"> - for 26 weeks by the time the adopter is sent official notification from the relevant UK authority for adoption from abroad, and - remains continuously employed with you until the child enters the UK.
<input type="checkbox"/> You did not tell me soon enough that you would be away from work.	To get SPP you must give me at least 28 days notice that you will be away from work. <i>If you had a good reason for telling me late I may be able to accept late notice.</i>
<input type="checkbox"/> You did not give me acceptable evidence of your entitlement soon enough.	To get SPP you must have given me acceptable evidence of your entitlement at least 28 days before you are away from work. <i>If you had a good reason for giving the evidence to me late I may be able to accept it.</i>
<input type="checkbox"/> You are entitled to Statutory Sick Pay.	You cannot get SPP during any week that you are entitled to Statutory Sick Pay.
<input type="checkbox"/> You worked on <i>DD MM YYYY</i> <input type="text"/> <input type="text"/>	You cannot get SPP if you work during any week of the Paternity Pay Period for me or for a new employer.
<input type="checkbox"/> Your earnings were too low.	To get SPP 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 SPP.
<input type="checkbox"/> You were in prison or detained in legal custody on <i>DD MM YYYY</i> <input type="text"/> <input type="text"/>	You cannot get SPP from me if you are detained in legal custody on or after the first day of the SPP period.

Employer's signature <input type="text"/>	Employer's address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
Date <i>DD MM YYYY</i> <input type="text"/> <input type="text"/>	Phone number <input type="text"/>
Employer's name <input type="text"/>	

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 paternity leave but not Statutory Paternity Pay you may be able to get Income Support while you are on leave. For more details contact your Jobcentre Plus office and ask for claim form A1. Show this letter to confirm you are not entitled to SPP.

To find your nearest office, look in the The Phone Book under *Jobcentre Plus*. You may also want to claim Child Benefit or Tax Credits. Go to www.hmrc.gov.uk for more information.