

About this form

You must answer all the questions except those marked 'optional'. Once you've completed it you'll be able to hand it to an Advantage representative or post it out to Advantage.

Statutory Sick Pay (SSP) is money paid by employers to their employees who satisfy the conditions for payments when they are ill and unable to work.

Please fill in this form when you have been sick for 4 days or more in a row.

Your statement

Surname or family name

First name(s)

Title

National Insurance number

Date of Birth

What is your payroll number

Please detail the symptoms of your sickness

Your first day of sickness

Has your sickness ended?

Yes No if Yes when

What date did you work before your sickness began?

Was your sickness caused by an accident at work or an industrial disease?

Declaration

I confirm that the information I have given is correct Signature

Date

DDMMYYYY

<input type="text"/>				
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Phone number

What to do now

Please:

- give your completed form to your Advantage representative - it will help them to decide if you can get SSP
- keep a copy for your own information

If you can get SSP, Advantage will pay you in the same way they usually pay your wages.

If you can't get SSP, your Advantage will give you form SSP1 to tell you why. You can use form SSP1 to support a claim for Employment and Support Allowance.

If you disagree with the Advantage decision you can ask HM Revenue and Customs for a decision about your entitlement. You must do this within 6 months of the first day that you're notified of your employer's decision. Phone our Statutory Payments Disputes Team on 03000 560630.

Other help while you are sick

You can get more information about other help while you are sick in leaflet DWP014, 'Help if you're ill or disabled'. You can get leaflet DWP014 from:

- any Jobcentre Plus office
- most advice centres like the Citizens Advice Bureau
- any post office (except Northern Ireland)

If you don't have much money coming in while you are sick, you may be able to get a Social Security benefit. For more information, you should contact any Jobcentre Plus office

Penalties

We may charge penalties where a person, either fraudulently or negligently, give incorrect information or makes a false statement or declaration for the purpose of claiming SSP