



# Pension Credit Application form

## **We have many different ways we can communicate with you.**

If you need braille, British Sign Language, a hearing loop, translations, large print, audio or something else please contact us.

Our contact details are:

- Phone: **0800 99 1234**
- Textphone: **0800 169 0133**
- Relay UK: **18001** then **0800 99 1234**.

If you live in Wales and want this form in Welsh call **0800 99 1234**.

## **Applying for Pension Credit**

The quickest way to apply for Pension Credit is online. A friend or family member can help you do this. To make a Pension Credit claim online, go to **[www.gov.uk/pension-credit](http://www.gov.uk/pension-credit)**.

### **Pension Credit claim line**

Telephone: **0800 99 1234**.

Textphone: **0800 169 0133**.

Relay UK (if you cannot hear or speak on the phone): **18001** then **0800 99 1234**.  
Lines are open Monday to Friday, 8am to 6pm except public holidays.

### **If you need help with this form**

Before you fill in this form, **please read the notes booklet to help you**. After you have read the notes and if you still need help to fill in the form, you can ask a friend or phone the Department for Work and Pensions on the number above.

### **About your application**

Please make sure you:

- answer all the questions on the form that apply to you and your partner, if you have one, and any child or young person you wish to claim for
- sign and date the form and send it back to us with all the documents we have asked for.

If we get your form back after this date, it may affect the date we can pay you from.

**Do not forget** to send us any documents we have asked for. We will return them to you as soon as we can. **This is usually within 5 working days of us getting them but sometimes can take longer.**

**Please complete this form carefully. If you fill in this form using a pen, use black ink and CAPITAL LETTERS.**



Please read the PC1 notes booklet to help you fill in the form

## About you

<p><b>01 Title</b> For example, Mr, Mrs, Miss, Ms or other.</p>	<p><b>08 Your contact address (if different)</b></p> <p>Postcode</p>
<p><b>02 Last name</b></p>	<p><b>09 Phone number</b> If you provide your mobile number we may contact you by text message to deal with your claim, or any queries you may have, as quickly as possible.</p>
<p><b>03 First name</b></p>	<p><b>10 Textphone number</b> This is used by people with speech and hearing difficulties.</p>
<p><b>04 All other last names you have used or have been known by</b> Include maiden names, all former married names and all changes of surname or family name.</p>	<p><b>11 Are you registered blind or severely sight impaired?</b> No Yes</p>
<p><b>05 Date of birth</b> DD/MM/YYYY</p>	<p><b>12 Do you want to speak to us in Welsh?</b> No Yes <b><u>Go to question 15</u></b></p>
<p><b>06 National Insurance (NI) number</b> You can get this from your National Insurance number card, letters about benefits, payslips or form P60.</p>	<p><b>13 Are you able to speak to us in English?</b> No Yes <b><u>Go to question 15</u></b></p>
<p><b>07 Your address</b></p> <p>Postcode</p>	<p><b>14 What language would you like us to use when we speak to you?</b></p>

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## About your partner

**15 Do you have a partner?**

We use 'partner' to mean a person you are married to or a person you live with as if you are married to them, or a civil partner or a person you live with as if you are civil partners.

No **Go to question 26**

Yes

**16 Does your partner live permanently in a care home?**

No

Yes **Go to question 26**

**17 Are you separated from your partner?**

If you are separated only because someone is temporarily in a hospital or care home, tick **No**.

No

Yes **Go to question 26**

**18 Does your partner agree to you making this application?**

No

Yes

**19 Your partner's title**

For example, Mr, Mrs, Miss, Ms or other.

**20 Your partner's last name****21 All your partner's other names in full****22 All other surnames or family names your partner has used or has been known by****23 Your partner's date of birth**

DD/MM/YYYY

**24 Your partner's NI number****25 Is your partner registered blind or severely sight impaired?**

No

Yes

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## About any child/children and qualifying young people you want to claim for

**26 Do you want to claim Pension Credit for any children or qualifying young people?**

No **Go to question 93**

Yes

**How many children do you want to claim for?**

If you want to claim for more than 2 children or qualifying young people, please provide more details in the **Other information** section.

## Child 1

27 First name

28 Last name

29 Sex of child

Female

Male

30 Child's date of birth

DD/MM/YYYY

31 What date do you want to claim for the child from?

32 What date did you become responsible for the child?

33 Does the child live with you all the time?

No

Yes Go to question 37

34 How often do they live with you?

For example, 3 days a week.

35 Where else does the child live?

Postcode

36 Who do you share caring responsibilities with?

37 If you have only just taken over responsibility for the child, who was responsible for them before you?

38 Do you get Child Benefit for this child?

No

Yes Go to question 41

39 Who claims Child Benefit for this child?

40 What is the NI number of the person who claims Child Benefit?

41 Is the child aged between 16 and 19?

No Go to question 44

Yes

42 Is the child in full time education, non-advanced education or an approved training course?

No Go to question 44

Yes

43 When did the non-advanced education or approved training start?

44 Is the child looked after by the local authority, not including respite care?

No

Yes

**45** Is the child in prison or custody pending trial or sentence?

No

Yes

**46** Is the child currently away from home, but in Great Britain?

No **Go to question 49**

Yes

**47** How long in total are they expected to be absent for?

**48** If more than 52 weeks, why is the child away from home?

**49** Is the child currently outside Great Britain?

No **Go to question 52**

Yes

**50** How long in total are they expected to be absent for?

**51** If more than 4 weeks, why is the child absent from Great Britain?

**52** Is the child entitled to Disability Living Allowance?

No **Go to question 53**

Yes

**What rate of Disability Living Allowance is the child entitled to?**

Care Component highest rate

Care Component middle rate

Care Component lowest rate

Mobility Component higher rate

Mobility Component lower rate

**53** Is the child entitled to Child Disability Payment?

No **Go to question 54**

Yes

**What rate of Child Disability Payment is the child entitled to?**

Care Component highest rate

Care Component middle rate

Care Component lowest rate

Mobility Component higher rate

Mobility Component lower rate

**54** Is the child entitled to Personal Independence Payment?

No **Go to question 56**

Yes

**What rate of Personal Independence Payment is the child entitled to?**

Daily living enhanced rate

Daily living standard rate

Mobility enhanced rate

Mobility standard rate

**55** Is the child entitled to Adult Disability Payment?

No **Go to question 56**

Yes

**What rate of Adult Disability Payment is the child entitled to?**

Daily living enhanced rate

Daily living standard rate

Mobility enhanced rate

Mobility standard rate

**56** Is the child certified as severely sight impaired or blind by a consultant ophthalmologist?

No

Yes

**57** Have you claimed Tax Credits in the last 12 months?

No **Go to question 60**

Yes

**58** Are you still claiming Tax Credits?

No

Yes **Go to question 60**

**59** When did the Tax Credit claim come to an end?

If you want to claim for a second child or qualifying young person, go to **question 60**. If not, go to **question 93**.

## Child 2

**60** First name

**61** Last name

**62** Sex of child

Female

Male

**63** Child's date of birth

DD/MM/YYYY

**64** What date do you want to claim for the child from?

**65** What date did you become responsible for the child?

**66** Does the child live with you all the time?

No

Yes **Go to question 70**

**67** How often do they live with you?

For example, 3 days a week.

**68** Where else does the child live?

Postcode

**69** Who do you share caring responsibilities with?

**70** If you have only just taken over responsibility for the child, who was responsible for them before you?

**71** Do you get Child Benefit for this child?  
No  
Yes **Go to question 74**

**72** Who claims Child Benefit for this child?

**73** What is the NI number of the person who claims Child Benefit?

**74** Is the child aged between 16 and 19?  
No **Go to question 77**  
Yes

**75** Is the child in full time education, non-advanced education or an approved training course?  
No **Go to question 77**  
Yes

**76** When did the non-advanced education or approved training start?

**77** Is the child looked after by the local authority, not including respite care?  
No  
Yes

**78** Is the child in prison or custody pending trial or sentence?  
No  
Yes

**79** Is the child currently away from home, but in Great Britain?  
No **Go to question 82**  
Yes

**80** How long in total are they expected to be absent for?

**81** If more than 52 weeks, why is the child away from home?

**82** Is the child currently outside Great Britain?  
No **Go to question 85**  
Yes

**83** How long in total are they expected to be absent for?

**84** If more than 4 weeks, why is the child absent from Great Britain?

**85** Is the child entitled to Disability Living Allowance?  
No **Go to question 86**  
Yes

**What rate of Disability Living Allowance is the child entitled to?**

- Care Component highest rate
- Care Component middle rate
- Care Component lowest rate
- Mobility Component higher rate
- Mobility Component lower rate

**86** Is the child entitled to Child Disability Payment?

No **Go to question 87**

Yes

**What rate of Child Disability Payment is the child entitled to?**

- Care Component highest rate
- Care Component middle rate
- Care Component lowest rate
- Mobility Component higher rate
- Mobility Component lower rate

**87** Is the child entitled to Personal Independence Payment?

No **Go to question 89**

Yes

**What rate of Personal Independence Payment is the child entitled to?**

- Daily living enhanced rate
- Daily living standard rate
- Mobility enhanced rate
- Mobility standard rate

**88** Is the child entitled to Adult Disability Payment?

No **Go to question 89**

Yes

**What rate of Adult Disability Payment is the child entitled to?**

- Daily living enhanced rate
- Daily living standard rate
- Mobility enhanced rate
- Mobility standard rate

**89** Is the child certified as severely sight impaired or blind by a consultant ophthalmologist?

No

Yes

**90** Have you claimed Tax Credits in the last 12 months?

No **Go to question 93**

Yes

**91** Are you still claiming Tax Credits?

No

Yes **Go to question 93**

**92** When did the Tax Credit claim come to an end?

If you want to claim for more than 2 children or qualifying young people, please provide more details in **Other information** on **page 18**.



## About where you live

**93** Do you live permanently in a care home?

No **Go to question 94**

Yes

Do you own the property you used to live in?

No **Go to question 106**

Yes **Go to question 106**

**94** Does anyone live in your household apart from you and your partner?

No **Go to question 96**

Yes

**95** What is their name and relationship to you?

**96** Are you or your partner responsible for paying the rent, Council Tax or both for the place where you live?

If they are paid through Housing Benefit or Council Tax reduction, still tick **Yes**.

No **Go to question 98**

Yes

**97** What is the name of your council?

**98** Have you claimed or are you about to claim Housing Benefit?

No

Yes

**99** Have you applied or are you about to apply for a reduction in Council Tax?

No

Yes

**100** Do you or your partner pay service charges for the place where you live?

For example, money for upkeep of the building (in Scotland, called 'factoring').

No

Yes Please send us proof

**101** Do you rent your property or own it?

Rent it

Own it

**102** Do you or your partner pay ground rent for the place where you live?

In Scotland, this is called 'ground annual'

No

Yes Please send us proof

**103** When the lease on your home was granted, was it for more than 21 years?

No

Yes

**104** Do you or your partner share the rent or mortgage for the place where you live with anyone else?

If you and your partner just share with each other, tick **No**.

No

Yes

**105** Do you or your partner have a mortgage or home loan on your home?

No

Yes

## About money you have, including savings and investments

**106** Do you or your partner have any money, including savings and investments?

Please check the notes for what we mean by savings and investments.

No **Go to question 108**

Yes

**107** What is the total amount?

If this amount is more than £10,000, please fill in and return the form **About Savings and Investments (PC1H)**.

£

**108** Apart from the place where you live, do you or your partner own any other property or land in this country or abroad?

If it is on a mortgage or loan, tick **Yes**

No **Go to question 110**

Yes

**109** Tell us about the property or land

If you need to tell us more, go to **Other information** on **page 18**.

## About benefits - You

**110** Have you claimed any benefits that you are waiting to hear about?

No **Go to question 111**

Yes

**Which benefits are you waiting to hear about?**

**111** Does anyone get Carer's Allowance, Carer Support Payment or an extra amount of Universal Credit for looking after you?

Tick **Yes** if they have claimed it and are waiting to hear about it. Also tick **Yes** if they could not be paid it because they receive another benefit.

No **Go to question 114**

Yes

**112** Your carer's full name

**113** Your carer's NI number

**114** Do you spend 35 hours a week or more looking after someone who is getting or waiting to hear about: Attendance Allowance, Pension Age Disability Payment, Constant Attendance Allowance, Disability Living Allowance, Child Disability Payment, Personal Independence Payment or Adult Disability Payment?

No

Yes

Not known

## About benefits - Your partner

**115** Has your partner claimed any benefits that you are waiting to hear about?

No **Go to question 116**

Yes

**Which benefits is your partner waiting to hear about?**

**116** Does anyone get Carer's Allowance, Carer Support Payment or an extra amount of Universal Credit for looking after your partner?

Tick **Yes** if they have claimed it and are waiting to hear about it. Also tick **Yes** if they could not be paid it because they receive another benefit.

No **Go to question 119**

Yes

**117** Full name of your partner's carer

**118** NI number of your partner's carer

**119** Does your partner spend 35 hours a week or more looking after someone who is getting or waiting to hear about: Attendance Allowance, Pension Age Disability Payment, Constant Attendance Allowance, Disability Living Allowance, Child Disability Payment, Personal Independence Payment or Adult Disability Payment?

No

Yes

Not known

## About pensions

**120** Have you or your partner paid into a private pension scheme from which you expect to get money in the next 12 months?

No

Yes

**121** Do you or your partner get a private pension, money from a place where you used to work or any other pension?

If you expect to get a pension in the next 12 months, please tick **Yes**. Do not count any State Pension paid by the Department for Work and Pensions. If you tick **Yes** and need to tell us about more than 2 pensions, please use the space at **Other information** on **page 18**.

No **Go to question 140**

Yes

### Pension 1

**122** Who pays the pension?

**123** What type of pension is it?

**124** How much is paid?

£

**125** How often is it paid?

**126** When is the pension normally received?

For example, the last day of the month.

**127** When did you receive your latest payment?

**128** Does the pension increase each year?

No

Yes

**129** Who gets the pension?

You

Your partner

**130** If you or your partner expect to get a pension in the next 12 months, when do you expect to get the first payment?

## Pension 2

**131** Who pays the pension?

**132** What type of pension is it?

**133** How much is paid?

£

**134** How often is it paid?

**135** When is the pension normally received?

For example, the last day of the month.

**136** When did you receive your latest payment?

**137** Does the pension increase each year?

No

Yes

**138** Who gets the pension?

You

Your partner

**139** If you or your partner expect to get a pension in the next 12 months, when do you expect to get the first payment?

Please send us your latest pension payslip or anything else that shows what you will get. Do not send form P60. We will return all documents you send - this can take 5 working days but sometimes may take longer.

## About work

**140** Have you left self-employed work in the last 3 months?

No **Go to question 141**

Yes

**Date you left work**

**141** Are you doing any paid work now?

No **Go to question 142**

Yes

**Is this self-employed work?**

No

Yes

If you have a partner, go to **question 142**. If not, go to **question 144**.

**142** Has your partner left self-employed work in the last 3 months?

No **Go to question 143**

Yes

**Date your partner left work**

**143** Is your partner doing any paid work now?

No **Go to question 144**

Yes

**Is this self-employed work?**

No

Yes

## About other money coming in

**144** Do you or your partner have any other money coming in?

You do not need to tell us about benefits paid by the Department for Work and Pensions.

No **Go to question 167**

Yes

**Money details 1**

**145** What is this money?

**146** How much is paid?

£

**147** How often is it paid?

**148** Who is paid the money?

You

Your partner

**Money details 2**

**149** What is this money?

**150** How much is paid?

£

**151** How often is it paid?

**152** Who is paid the money?

You

Your partner

### Money details 3

**153** What is this money?

**154** How much is paid?

£

**155** How often is it paid?

**156** Who is paid the money?

You

Your partner

### Money details 4

**157** What is this money?

**158** How much is paid?

£

**159** How often is it paid?

**160** Who is paid the money?

You

Your partner

Please send us proof of the money coming in. If we do not receive proof, it may affect the date we can pay you from. Any documents you send must be originals, not photocopies. We will return all documents you send - this can take 5 working days but sometimes may take longer.

**161** Do you or your partner expect to start getting any money in the next 12 months?

If you expect to get a lump sum payment, please tell us about this in **Other information** on **page 18**.

By lump-sum, we mean something like money coming in from the sale of a house you used to live in, or a one-off payment you will get instead of a private pension.

No **Go to question 167**

Yes

**162** Who will pay this money?

**163** How much will be paid?

£

**164** How often will it be paid?

**165** Who will be paid the money?

You

Your partner

**166** When do you or your partner expect to start getting this money?

## Other things we need to know

**167** Are you in hospital as an inpatient?

No **Go to question 168**

Yes

**What date did you go into hospital?**

**Name of the hospital**

**168** Are you staying temporarily in a care home?

No

Yes

**169** Do you have the right to reside in the UK?

For example, you have the right to reside in the UK if you are a British citizen.

No

Yes

**170** At any time, have you come to live or returned to live in the UK from abroad?

No **Go to question 189**

Yes

**171** What is your nationality?

**172** Which country have you come from?

**173** What date did you last come to the UK?

**174** Was this to work in the UK?

No

Yes

**175** Has the Home Office put a limit on how long you can stay in the UK?

No

Yes

**176** Does your passport or biometric residence permit say no recourse to public funds?

The passport will have a stamp in it or you will have a Home Office letter.

No

Yes

**177** If you have lived in the UK before, when did you last leave the UK?

**178** Have you come to the UK under the Family Reunion Scheme?

No

Yes

**179** Have you come to the UK under a sponsorship undertaking?

This is a form that a relative must sign to say they will pay for your living expenses if you settle in the UK.

No **Go to question 184**

Yes

**180** Name of the sponsor

**181** Address of the sponsor

Postcode

**182** Home Office reference number

**183** What date did the sponsor sign the sponsorship undertaking?

**184** Are you an asylum seeker?

No

Yes

**185** Did you first apply for asylum before 3 April 2000?

No

Yes

**186** Have you recently had a successful decision on your asylum application?

No

Yes

**187** What was the date when you got the successful decision of your asylum application?

**188** Have you been supported by the Home Office while waiting for a decision on your asylum application?

No

Yes

**189** Is your partner in hospital as an inpatient?

If you do not have a partner, go to question 211

No **Go to question 190**

Yes

**What date did your partner go into hospital?**

**Name of the hospital**

**190** Is your partner staying temporarily in a care home?

No

Yes

**191** Does your partner have the right to reside in the UK?

For example, you have the right to reside in the UK if you are a British citizen.

No

Yes

**192** At any time, has your partner come to live or returned to live in the UK from abroad?

No **Go to question 211**

Yes

**193** What is your partner's nationality?

**194** Which country has your partner come from?

**195** What date did your partner last come to the UK?



**196** Was this to work in the UK?

No

Yes

**197** Has the Home Office put a limit on how long your partner can stay in the UK?

No

Yes

**198** Does your partner's passport or biometric residence permit say no recourse to public funds?

The passport will have a stamp in it or you will have a letter from the Home Office.

No

Yes

**199** If your partner has lived in the UK before, when did they last leave the UK?

**200** Has your partner come to the UK under the Family Reunion Scheme?

No

Yes

**201** Has your partner come to the UK under a sponsorship undertaking?

This is a form that a relative must sign to say they will pay for your living expenses if you settle in the UK.

No **Go to question 206**

Yes

**202** Name of the sponsor

**203** Address of the sponsor

Postcode

**204** Home Office reference number

**205** What date did the sponsor sign the sponsorship undertaking?

**206** Is your partner an asylum seeker?

No

Yes

**207** Did your partner first apply for asylum before 3 April 2000?

No

Yes

**208** Has your partner recently had a successful decision on their asylum application?

No

Yes

**209** What was the date when your partner got the successful decision of their asylum application?

**210** Has your partner been supported by the Home Office while waiting for a decision on their asylum application?

No

Yes

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## When you want to apply from

**211** When do you want to apply from?

We will consider your application from the date you choose.

The qualifying age

**Go to Other Information**

Another date

**What date do you want to apply from?**

If this date is in the past, please tell us about how your circumstances have changed since then.

**212** Please tell us why you think you qualify from this date

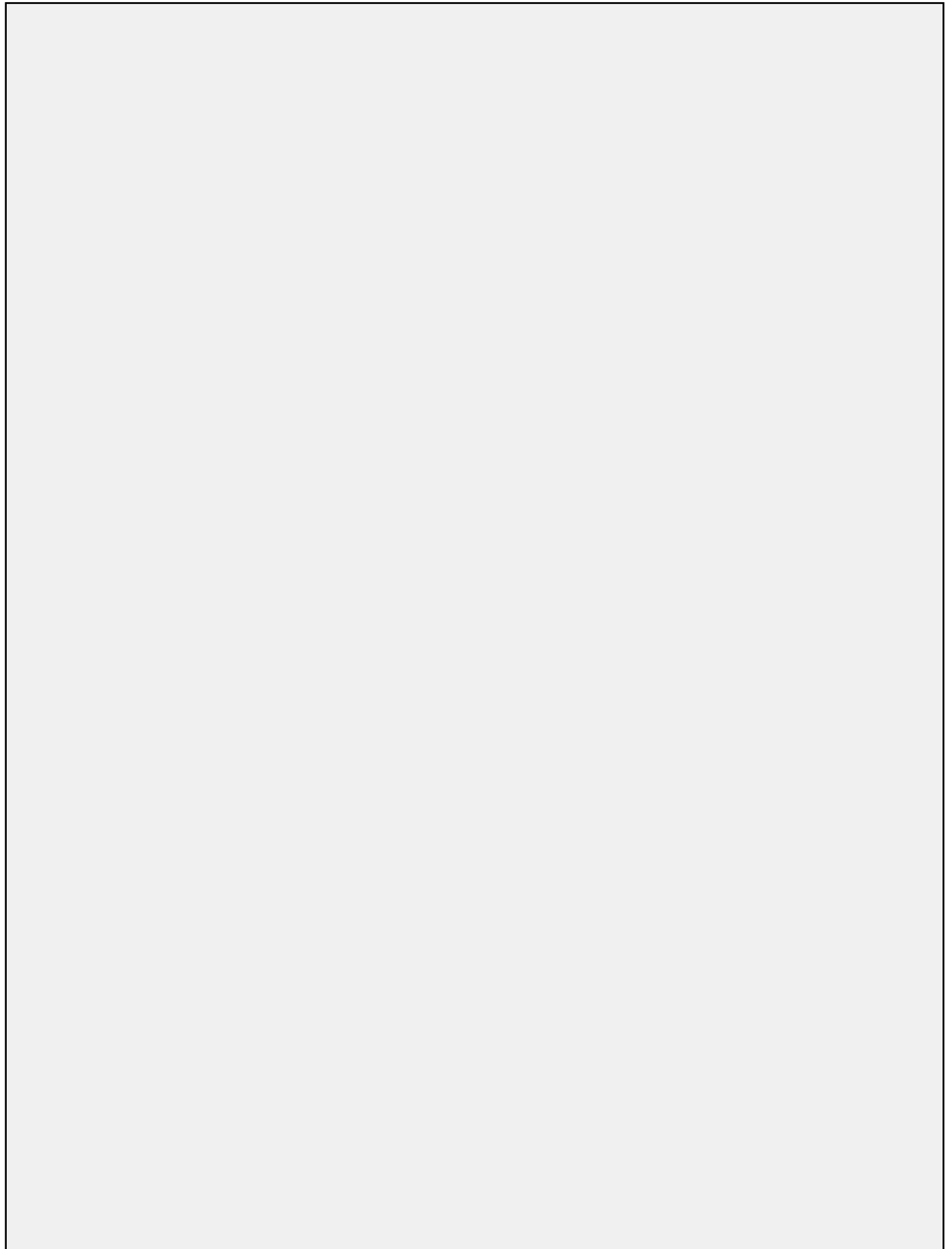
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## Other information

**213** Please use this space to tell us anything else you think we might need to know.

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## Other information (continued)



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## How we pay you

### We normally pay Pension Credit into an account

Please tell us your account details below. By doing this, you agree to be paid by direct payment. It is very important you fill in all the boxes correctly. If you are going to open an account, please complete the rest of the form and tell us your account details as soon as you get them.

If you do not give us details of a bank account you can use, we cannot pay Pension Credit even if you are entitled to it.

#### 214 How often do you want to be paid?

4-Weekly

Fortnightly

Weekly

### About the account you want to use

#### 215 Name of the account holder

This should be exactly as shown on the chequebook or statement.

#### 216 Full name of bank or building society

#### 217 Sort code

Please tell us all 6 numbers, for example 12-34-56.

— —

#### 218 Account number

Most account numbers are 8 characters long, some can have up to 10 characters.

#### 219 Building society roll or reference number

If you are using a building society account, you may need to tell us a roll or reference number. This may be made up of letters and numbers and is up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

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## Your declaration

### I agree that the information I have given is complete and correct

While I am receiving Pension Credit I will report changes to my circumstances straight away by calling the Department for Work and Pensions.

If I give wrong or incomplete information, or I do not report changes straight away, I may:

- be prosecuted
- need to pay a financial penalty
- have my Pension Credit reduced or stopped
- be paid too much Pension Credit and have to pay the money back.

### Please sign the form here

#### Your signature

Please make sure you have read and understand the declaration.

Date

---

## For people filling in this form for someone else

**220** Have you signed this form for someone else?

No [Go to What to do now](#)

Yes

Tell us about yourself below

**221** Your contact address

Postcode

**222** Your phone number

**223** Your National Insurance number

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## What to do now

### Please make sure you have signed and dated the declaration

Please check:

- that you are sending us all the original documents we have requested – for example, pension payslips
- that you have answered all the questions on this form that apply to you and your partner, if you have one, and
- that you have filled in form **MI12**, if we included one with this application form.

### Please tick which original documents you are sending to us

We will return all the documents to you. We will do our best to return them to you within 5 working days of receiving them

Proof of service charges

Proof of ground rent or ground annual

Proof of a private or works pension or any other pension - except a State Pension paid by the Department for Work and Pensions

Proof of money coming in

### Then send your forms and documents to us

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## Where to send your completed form

Use the envelope that came with this form, if provided, which does not need a stamp. The form should then be sent to:

**Freepost DWP Pensions Site 8**

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## Changes to your personal circumstances

### Please tell us about any changes to your personal circumstances

You must tell the Department for Work and Pensions straight away by using the number on **page 1** of this form if there is a change in your circumstances or those of your partner (if you have one).

If you give wrong or incomplete information, or do not report changes straight away, you may:

- not receive the full amount of Pension Credit you are entitled to
- be paid too much and have to pay the money back
- have your Pension Credit reduced or stopped
- need to pay a financial penalty.

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## For office use only

I have read back to the customer the entries I made on this form, based on the information they gave me. The customer agreed these were correct

Interviewing officer's signature

Customer's signature

Date of signature

/ /

Date of issue

/ /

Initial date of contact

/ /

Date of application

/ /

Date of entitlement

/ /

## More information

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### Treating people fairly

We are committed to the Equality Act 2010 and treating people fairly. To find out more about this law, search 'Equality Act' on [www.gov.uk](http://www.gov.uk)

### Call charges

Calls to 0800 numbers are free from personal mobiles and landlines.

### How DWP collects and uses information

When we collect information about you we may use it for any of our purposes. These include:

- social security benefits and allowances
- child maintenance
- employment and training
- investigating and prosecuting tax credits offences
- private pensions policy and
- retirement planning.

We may get information about you from other parties for any of our purposes as the law allows to check the information you provide and improve our services. We may give information about you to other organisations as the law allows, for example to protect against crime.

To find out more about our purposes, how we use personal information for those purposes and your information rights, including how to request a copy of your information, go to [www.gov.uk/dwp/personal-information-charter](http://www.gov.uk/dwp/personal-information-charter)

### DWP social media channels

The official social media accounts in use by the Department for Work and Pensions (DWP) are:



[www.youtube.com/dwp](http://www.youtube.com/dwp)



[www.facebook.com/dwp](http://www.facebook.com/dwp)



[www.x.com/dwpgovuk](http://www.x.com/dwpgovuk)



[www.instagram.com/dwpgovuk](http://www.instagram.com/dwpgovuk)



[www.linkedin.com/company/dwp](http://www.linkedin.com/company/dwp)

### DWP British Sign Language (BSL) videos



[www.youtube.com/dwpsign](http://www.youtube.com/dwpsign)