



We have many ways we can communicate with you.

If you would like braille, British Sign Language, a hearing loop, translations, large print, audio or something else please tell us. You can find our contact details at www.gov.uk/access-to-work/apply

Treating people fairly

We are committed to the Equality Act 2010 and treating people fairly. To find out more about this law, search 'Equality' on www.gov.uk

Customer details

| | |
|-----------|---|
| 01 | Title For example, Mr, Mrs, Miss, Ms, Other |
| 02 | Surname or family name |
| 03 | All other names in full |
| 04 | Access to Work reference number |
| 05 | Email address |

Employer details

| | |
|-----------|--|
| 06 | Company name |
| 07 | Contact name |
| 08 | Telephone number |
| 09 | Company address Postcode |
| 10 | Email address |

Account details for payment

Please give us the bank or building society details of the person or organisation to be paid.

It is very important you fill in all the boxes correctly. If you tell us the wrong account details your payment may be delayed.

11 Full name of bank or building society

12 Address of the bank or building society

Postcode

13 Name of the account holder

14 Account number

Most account numbers are 8 numbers long. If your account number has fewer than 10 numbers, please fill in the numbers from the left.

15 Sort code

Tell us all 6 numbers, for example 14-23-56.

— —

16 Building society roll or reference number

17 Provide payee's email address if you want your remittance slip emailed

Customer declaration

19 I have purchased the equipment or adaptations in the Claim details section at a total cost of

I confirm:

- by submitting this claim I agree that the information I have given is complete and correct
- this is the only claim I have made for these costs.

I understand:

- if I spend my award on items not agreed by Access to Work, DWP may not reimburse me
- that Access to Work may not accept claims for reimbursement, if the claim is made more than 9 months after the costs were incurred
- you may check and validate my claim with other sources. These may include employers, suppliers and providers.

I understand and agree that DWP may recover any money wrongly paid to me because I did not:

- provide correct or complete information or
- accurately report a change in my circumstances.

I understand if I give wrong or incomplete information, or I do not report changes as they happen, I may:

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

Important – if this is your first claim, or payment details have changed since your last claim, please ask for form DP228JP - New or amended details.

Please sign to confirm: I have read and accept the terms and conditions in my Award Letter (ATW01CL). I confirm that this declaration is correct.

Signature

Name

Date

DD/MM/YYYY

What to do next

When you have filled in this form send it to:
Access to Work Service Centre
Harrow Jobcentre
Mail Handling Site A
Wolverhampton
WV98 1JE

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, please visit

www.gov.uk/dwp/personal-information-charter