

Employee name:	
Baby's due date:	
Date of start of maternity leave:	
MAT BI form enclosed? (NB: MAT BI form is available from your midwife/GP after 21 weeks of pregnancy)	Yes / No
Authorised by (line manager):	
<i>For office use only:</i>	
Employee's start date:	
What is the qualifying week (i.e. 15 weeks before the due date)?	
Has employee been in continuous employment for at least 26 weeks before the qualifying week?	Yes / No
Has the employee given at least 28 days notice of her intention to start SMP?	
What are the employee's average weekly earnings (AWE)?	
Are the employee's AWE above the lower earnings limit for National Insurance?	Yes / No
Enter details into HMRC calculator and attach printout.	Yes / No

Please return this form to:

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Telephone: 0117 971 3445