



Application form for

# Back to Work Family Dividend Scheme

**You need a Personal Public Service Number (PPS No.) before you apply.**

**How to complete this application form.**

- Please tear off this page and use as a guide to filling in this form.
- Please use **BLACK** ball point pen.
- Please use **BLOCK LETTERS** and place an X in the relevant boxes.
- Please answer **all questions** that apply to you.

**Note:**

If you are in employment of 19 hours or more per week, you may be entitled to Family Income Supplement (FIS). Please check our website [www.welfare.ie](http://www.welfare.ie) for information on the FIS scheme.

**Applicant:**

Fill in **Parts 1 to 6** as they apply to you.

When form is completed, sign declaration in **Part 1**.

If you are self-employed be sure to attach your self-employment registration certificate from the Office of the Revenue Commissioners.

**Employer:**

If you are an **employer** for the applicant fill in **Part 7**. Please make sure you sign and stamp this part of the form.

If you need any help to complete this form, please contact your local Citizens Information Centre, your local Intreo Centre or your local Social Welfare Office.

For more information, log on to [www.welfare.ie](http://www.welfare.ie).

## How to fill this form

To help us in processing your application:

- Print letters and numbers clearly.
- Use one box for each character (letter or number).

Please see example below.

1. Your PPS No.:	1	2	3	4	5	6	7	T											
2. Title: (insert an 'X' or specify)	Mr.	<input type="checkbox"/>	Mrs.	<input checked="" type="checkbox"/>	Ms.	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
3. Surname:	M	U	R	P	H	Y													
4. First name(s):	M	A	U	R	E	E	N												
5. Your first name as it appears on your birth certificate:	M	A	R	Y															
6. Your date of birth:	2	8	0	2	1	9	7	0											
	D	D	M	M	Y	Y	Y	Y											

## Contact Details

7. Your address:	1		N	E	W		S	T	R	E	E	T							
	O	L	D		T	O	W	N											
	D	O	N	E	G	A	L		T	O	W	N							
	County		D	O	N	E	G	A	L		Postcode								
8. Your telephone number:	O	N	E		N	U	M	B	E	R		P	E	R		B	O	X	
	MOBILE																		
	O	N	E		N	U	M	B	E	R		P	E	R		B	O	X	
	LANDLINE																		
9. Your email address:	O	N	E		C	H	A	R	A	C	T	E	R		P	E	R		
	B	O	X																

# SAMPLE



## Part 2

## Your employment / self-employment details

10. Are you or your spouse, civil partner or cohabitant commencing employment or commencing self-employment?

Yes  No

If 'Yes', please state:

Date of commencement or increase of employment:

D D

M M

Y Y Y Y

or

Date of commencement of self-employment:

D D

M M

Y Y Y Y

Please provide employer name and address or details of self-employment:

## Part 3

## Declaration of Self-Employment

Date of commencement of self-employment:

D D

M M

Y Y Y Y

I declare that I am self-employed. I attach my self-employment registration certificate from the Office of the Revenue Commissioners.

Customer's Signature (not block letters)

Date:

D D

M M

Y Y Y Y

**Warning: If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.**

11. Have you received a Back to Work Family Dividend payment before?

Yes       No

If 'Yes', please give details:

12. What is the most recent type of social welfare payment (excluding Child Benefit or Family Income Supplement) you have been getting?

Name of payment:

Amount: € ,  .  a week

13. Have you just left any of the following courses or schemes?

Type of course or scheme	If 'Yes' (X)	Date you started course or scheme			Date you finished course or scheme		
		<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		D D	M M	Y Y Y Y	D D	M M	Y Y Y Y
Full-time SOLAS / ETB training course	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
JobBridge	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Community Employment (CE)	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Gateway	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Rural Social Scheme	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
TÚS	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Work Placement Programme	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Back to Education Allowance	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Momentum	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Vocational Training Opportunities Scheme (VTOS)	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## Part 5

## Your payment details

The Department recommends direct payment to your current, deposit or savings account in a financial institution. This is the best payment option for you as you can receive your payment at a time and place that suits you. The account must be in your name or jointly held by you.

### Financial Institution

You will find the following details printed on statements from your financial institution.

Name of financial institution:

Bank Identifier Code (BIC):

International Bank Account Number (IBAN):

Name(s) of account holder(s):  
Name 1:

Name 2 (if any):

## Part 6

## Details of your qualified child(ren)

14. How many dependant children do you have?

under age 18       age 18 - 22 in full-time education

Please state child's:

**Child 1**

Surname:

First name(s):

PPS No.:

**Child 2**

Surname:

First name(s):

PPS No.:

**Child 3**

Surname:

First name(s):

PPS No.:

**Child 4**

Surname:

First name(s):

PPS No.:

This part must **ONLY** be completed by your employer

I certify that the person named below is employed by me.

First name:

Surname:

PPS No.:

Date employment started:

D D M M Y Y Y Y

Signed by or for employer

Signature (not block letters)

Position in company or organisation

**Employer's official stamp**

Date:

D D M M 2 0 Y Y Y Y

Employer's address

Employer's registered number:

Employer's telephone number:  MOBILE

LANDLINE

Employer's email address:

**Warning: If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.**

**Data Protection Statement**

**The Department of Social Protection will treat all information and personal data you give us as confidential. However, it should be noted that information may be exchanged with other Government Departments / Agencies in accordance with the law.**

## For Official Departmental use only

Weekly rate of payment before BTWFD: €   ,     .   a week

Number of children paid on claim:

Overall amount of BTWFD payable: €   ,     .

Amount payable on ISTS: €   ,     .

Signature of Deciding Officer (not block letters)

Date:

D D

M M

Y Y Y Y

Official stamp

### Data Protection Statement

The Department of Social Protection will treat all information and personal data you give us as confidential. However, it should be noted that information may be exchanged with other Government Departments / Agencies in accordance with the law.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.