About this form

If you have downloaded this form from our website, you can use it to request the following:

☐ Portable document U1 - a statement of National Insurance contributions (NICs) to assist any unemployment related benefit claims. Note - Self-employed contributions cannot be used to claim unemployment benefit.

☐ Form E301 - A statement of National Insurance contributions (NICs) to assist any unemployment related benefit claims if you are not an EEA national, or will be making a claim in Switzerland, Norway, Iceland or Liechtenstein. Note - Self-employed contributions cannot be used to claim unemployment benefit.

☐ A full statement of National Insurance contributions for your reference only.

☐ Form E104 - A statement of National Insurance contributions to assist a sickness benefit related claim in Switzerland, Norway, Iceland or Liechtenstein. Note - If you need a statement of National Insurance contributions to assist any sickness related benefit claim in a member state other than the countries shown above, please contact the foreign institution where you have made your claim. You should tell them to contact us to request a form SED 5041. To do this, they should complete form SED 5040 and send it to us at the address shown above.

Please tick the appropriate box, fill in this form and send it to us at the address shown above. Please note, we cannot issue these documents unless you:

• are living in an EEA country
• are leaving the UK within the next two weeks, or
• have a final UK payslip.

Note - If you are a non-EEA national your UK insurance record will not assist a claim to benefits in Denmark.

If we have sent you this form it is because we have been asked to provide details of your National Insurance contributions to assist with your recent benefit claim in another EEA member state.

What you need to do

Please complete this form using CAPITAL LETTERS. You will also need to get photocopies of:

• final payslips from each employer you have had in the last three years, and
• payslips for the month of March for the last three years if you have been in employment, or
• form P60 End of year certificate for the last three years.

If these are not available, please send photocopies of all your P45 Details of employee leaving work forms that you have been given in the last three years. Your employer gives you this form when you stop working for them. When you have answered the questions and got the photocopies you need, send them to us at the above address. We may not be able to issue you an accurate statement without this information. Your statement may be delayed if we have to confirm your employment details with your previous employer(s).
1 - About you

Your title  Enter Mr, Mrs, Miss, Ms or other title

Your surname or family name

Your first names

Any other surname or family name that you have used

Your gender  put * in one box

Male  Female

Your date of birth  DD MM YYYY

Your nationality

Your daytime phone number (including dialing code)

Your National Insurance number

Are you a national of a European Economic Area (EEA) country?  Put * in one box

Yes  No

2 - Where you live

Your country of residence after leaving the UK

Your address in that country

3 - Your time in the UK

What date did you first arrive in the UK to live?  DD MM YYYY

What was the last date you left the UK to live in an EEA country?  DD MM YYYY

Did you live in the UK continuously between these dates?  Answer ‘Yes’ if you were abroad for short periods, for example for a holiday

Yes  No

If ‘No’ please give the dates you were in the UK below

From  DD MM YYYY

To  DD MM YYYY

From  DD MM YYYY

To  DD MM YYYY

From  DD MM YYYY

To  DD MM YYYY

If you need more space please use the ‘More information’ box on page 4.

4 - Your last UK employer

Your employer’s name and address

Your employer’s tax district and PAYE reference number

You can find these on your payslip, form P4S or P60 that your employer gave you when you stopped working for them

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Your last UK employer  Continued

Are you applying for a statement of National Insurance contributions to claim unemployment benefit abroad?

Yes  No

If ‘No’ go to section 5 – ‘Your UK employers’

If ‘Yes’ answer the following questions

Type of employment
For example catering, agriculture, health care

Your job title

Date you started working for this employer  DD MM YYYY

Date you stopped working for this employer  DD MM YYYY

Did you get paid

Weekly  Monthly

What was your average weekly or monthly wage?

Number of hours worked during this period

Number of days worked during this period

Why did you leave this job?

Dismissal  Resignation  

Expiry of contract  Redundancy

Termination of contract by mutual consent

Did you claim Jobseeker’s Allowance between the date you left this job and the date you left the UK?

Yes  No

If ‘Yes’ tell us the name and address of the Jobcentre Plus office that you claimed from

Enter the Jobcentre Plus phone number if you know it

Start date of your Jobseeker’s Allowance claim  DD MM YYYY

5 – Your UK employers

Please give us details of any other UK employment that you have had in the last three years. If you need more space, please use the ‘More information’ box on page 4.

If you don’t have a UK National Insurance number we will need these details from the date you arrived in the UK until the date you left.

Employer’s name and address

Your employer’s tax district and PAYE reference number

Date you started working for this employer  DD MM YYYY

Date you stopped working for this employer  DD MM YYYY

6 – If you don’t have a UK National Insurance number

Please give the following details for each period you were employed in the UK from the date you arrived in the UK, until the date you left.

Your payslip from each employer will have these details

If you need more space please use the ‘More information’ box on page 4

Your personnel or staff reference number

Your employer’s tax district and PAYE reference number

Your Payroll number
7 - More information
Use this space if you need to give more details to answer any of the questions, or use a separate piece of paper and attach it to this form. Please tell us which question that it refers to.


8 - Your declaration

I declare that:
• the information I have given on this form is complete and correct to the best of my knowledge and belief
• I will tell HM Revenue and Customs straightaway if my circumstances or plans change in a way that affects the answers I have given on this form.

Your signature

Date  DD MM YYYY


9 - Checklist

Please use this checklist to make sure you have put everything in the envelope that we need to send you an accurate statement.

Have you enclosed
Photocopies of your final payslips from each employer you have had in the last three years?
Yes  No

Photocopies of your payslips for the month of March for the last three years if you have been in employment?
Yes  No

If you have answered ‘No’ to either of these questions, have you enclosed P60 forms for the last three years?
Yes  No

If you have answered ‘No’ to the last question and any other question on this checklist, have you enclosed photocopies of all your P45 forms that you have been given in the last three years?
Yes  No

Send your photocopies with this form to:
Customer Operations
National Insurance Contributions and Employer Office
International Caseworker
Benton Park View
NEWCASTLE UPON TYNE
NE98 1ZZ, United Kingdom.