



We have many different 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/claiming-from-your-grant#access-to-work-helpline

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

<p>01 Title For example, Mr, Mrs, Miss, Ms, Other</p>	<p>05 Email address</p>
<p>02 Surname or family name</p>	<p>06 The full address where you live</p>
<p>03 All other names in full</p>	<p>Postcode</p>
<p>04 Access to Work reference number</p>	

Claim details B

Please complete all boxes in this section. We will send your claim form back to you if you miss out any information in this section. This will delay payment.

08 What is the total number of journeys or total mileage claimed?

Total number of journeys or total mileage in **question 07**

09 What is the cost of each journey or cost for each mile?

Please attach original receipts or invoices. If you do not have the originals, please attach certified copies.

Receipts must show:

- amount paid
- person or company who provided transport
- dates they provided transport
- start and end point of each journey with full addresses or postcodes

10 What is the total cost in this period?

Cost for each journey multiplied by the number of journeys or cost for each mile multiplied by the total mileage.

11 What is your contribution?

Public transport cost or standard mileage rate agreed with your Access to Work adviser.

12 What are other contributions?

Contributions from your employer and anyone who shared your taxi.

13 What amount are you claiming from Access to Work for your travel and mileage?

Deduct all contributions in **questions 11** and **12** from the total amount paid in **question 10**.

Employer declaration

I certify that the person named in this form has been at work for all of the dates shown in **question 07**.

Signature

Name

Date

DD/MM/YYYY

Position

Email address

Name and address of company

Postcode

Customer declaration

I confirm:

- by submitting this claim that the information I have given is complete and correct
- this is the only claim I have made for these costs
- my claim is only for reimbursement against the agreed support
- while I am getting Access to Work I will report changes to my circumstances.

I understand:

- if I spend my award on items not covered 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
- 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.

Who do you want the payment to be made to?

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

Return details

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