



About this form

This form is for employers to use to record details of their employee's Statutory Maternity Pay (SMP). You must keep these details, but you may keep more if you want to.

Keeping an accurate record will help make sure you pay the correct amount of SMP. You do not have to use this form, but you may find it helpful. You must keep SMP records for at least three years after the end of the tax year to which they relate.

How to use this SMP record sheet

Please read the guidance before you fill in this record sheet. It is in two parts. Fill in:

- Record of notification of maternity absence when your employee tells you the date she wants to start her maternity absence and as her maternity absence begins
Record of SMP period when her pay period is about to start, making any additional notes in the Notes box, if appropriate. You must keep a record of this period even if your employee cannot get SMP for any week or does not come back to work afterwards. If she does not qualify for SMP from the start you only need to fill in the first week of the record.

Further information

For further information on how and when you must pay SMP and what records you must keep, see E15 Employer Helpbook for Statutory Maternity Pay, which is available on the Employer CD-ROM. There is also an interactive SMP learning program on the Employer CD-ROM. The program will take you step-by-step through the process of calculating how much SMP you need to pay and what you can recover.

You can get more copies of this form and the Helpbook from:

- our website, www.hmrc.gov.uk
the Employer Orderline on 08457 646 646
the Employer CD-ROM.

If you need help with this form or with the SMP scheme, please get in touch with any HM Revenue & Customs office. Alternatively, you can contact the Employer Helpline on 08457 143 143, or attend a workshop arranged by our Advice Teams. You can contact them at www.hmrc.gov.uk or by phoning any HM Revenue & Customs office.

Record of notification of maternity absence

Surname or family name

Text input field for Surname or family name

First name(s)

Text input field for First name(s)

National Insurance number

Grid input field for National Insurance number

Tax year ending 5 April

Grid input field for Tax year ending 5 April, showing 20

Enter the date she intends to start her maternity absence.

Enter the date as soon as you know it. DD MM YYYY

Grid input field for intended start date

Enter the date she told you about her maternity absence.

You will find it useful to have a record of this date if you decide not to pay SMP because your employee has told you less than 28 days before she wants to start her maternity absence.

DD MM YYYY

Grid input field for date told about absence

Enter the date she started her maternity absence.

Fill in this date if it is different from intended start date of maternity absence. DD MM YYYY

Grid input field for date started absence

Was this because the baby was born early, or because she suffered from a pregnancy-related illness?

No Yes radio button options

When is the baby due?

Her doctor or midwife will give her Maternity Certificate form MATB1 or other acceptable medical evidence of the date her baby is due, up to 20 weeks before her baby is due. You must keep the MATB1 or other medical evidence, or a copy if you have to give it back to your employee, for three years after the end of the tax year in which you paid SMP.

DD MM YYYY

Grid input field for baby due date

Enter the date the baby was born.

Fill in this date if her baby was born early and this changed the date you could start to pay her SMP. DD MM YYYY

Grid input field for baby born date

Is she entitled to SMP?

If she is not, remember to show why in the Notes box when filling in Record of SMP period.

No Yes radio button options

If 'Yes', from what date? DD MM YYYY

Grid input field for date if entitled

If 'No', did you give her form SMP1 Why I cannot pay you SMP to tell her that she is not entitled to SMP?

You can get these forms from Jobcentre Plus offices - see The Phone Book, or go to www.hmrc.gov.uk You may find it useful to keep a copy of this form if your employee disagrees with your decision.

No Yes radio button options

If 'Yes', on what date? DD MM YYYY

Grid input field for date if not entitled

## Record of SMP period

Enter the date of each week until the SMP ends.		Enter the tax week number the end of SMP week is in.		Tick one box for each week. W = Worked P = Paid E = Excluded from SMP <i>Put reasons in Notes column.</i>			Enter how much SMP is paid in each week.		This will help you to calculate how much SMP you can get back. See E15 <i>Employer Helpbook for Statutory Maternity Pay</i> for further information.		Note here any reasons why she cannot get SMP. <i>If necessary, continue in 'Additional notes' box on page 3.</i>	
	Start of SMP week	Week number		W	P	E	Amount of SMP paid	Running total of SMP		Notes		
1	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
2	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
3	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
4	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
5	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
6	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
7	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
8	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
9	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
10	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
11	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
12	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
13	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
14	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
15	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
16	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
17	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
18	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
19	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
20	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
21	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
22	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
23	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
24	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
25	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			
26	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£		£			

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Enter the date of each week until the SMP ends.		Enter the tax week number the end of SMP week is in.		Tick one box for each week. W = Worked P = Paid E = Excluded from SMP <i>Put reasons in Notes column.</i>			Enter how much SMP is paid in each week.		This will help you to calculate how much SMP you can get back. See E15 <i>Employer Helpbook for Statutory Maternity Pay</i> for further information.		Note here any reasons why she cannot get SMP. <i>If necessary, continue in 'Additional notes' box below.</i>	
	Start of SMP week	Week number		W	P	E	Amount of SMP paid	Running total of SMP		Notes		
27	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	£				
28	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	£				
29	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	£				
30	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	£				
31	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	£				
32	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	£				
33	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	£				
34	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	£				
35	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	£				
36	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	£				
37	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	£				
38	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	£				
39	/ /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	£				

## Additional notes

Please use this part to record any additional notes you want to keep.