

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

This record sheet is in two parts. Please read these notes and fill in:

- **Record of notification of maternity absence** when your employee tells you the date she wants to start her maternity absence and when 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.

More help and information

For more information on how and when you must pay SMP and what records you must keep, go to www.hmrc.gov.uk

If you need help with this form or with the SMP scheme, you can phone the Employer Helpline on **0300 200 3200**.

Record of notification of maternity absence

Surname or family name

First name(s)

National Insurance number

Tax year ending 5 April

Enter the date she intends to start her maternity absence.

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

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

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

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

No Yes

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 the week 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

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

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

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

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

For a copy of form SMP1 go to www.gov.uk

You may find it useful to keep a copy of this form if your employee disagrees with your decision.

No Yes

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

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. Go to www.hmrc.gov.uk for more 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"/>	£	£	

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. Go to www.hmrc.gov.uk for more 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.