

A Guide for filling an application for refund from the Maternity Leave Trust Fund.

If you are a private employer and have recently paid salaries to employees on Maternity Leave, and the leave period has been consumed in full, then you can apply for a refund of the salaries paid.

In order to apply, you must fill in the simple form provided. As a preparation, you must have the **PE number** ready and must also know your **employee's ID card number** as well as the **child's date of birth**. You must also prepare the copies of **Contributions Receipts, Payslips, FS3s** and **ETC Employees list** as demanded by the Trust in order to be able to make a claim. All documentation must be made available as PDF or Word or Excel documents.

In order to fill in this application you must have a valid eID account. If you do not have an eID or you feel that you need assistance to fill in the online form, you can refer to your local area office of the Department of Social Security where the staff would be able to fill in the application on your behalf. It is important that you take with you all the information as requested in the above paragraphs.

Filling in the form

On the first page you must fill in the details of the employer (consisting of PE number, organisation name, address and contact details) and the IBAN into which you need to have the refund deposited. Next, you must enter the employee's details (consisting of the ID card number, name and surname and the child's date of birth). You then have to fill in the salary details (consisting of the gross weekly basic pay) and the period. Please align the period to start on a Saturday and finish on a Friday. For your convenience you can split the salary period in up to three continuous periods in the case there is a change of salary rate.

On the second page please attach electronic copies of all requested documentation. The form will not progress any further unless all requested documents are provided.

On the next page you must sign the form by clicking on the button "Click here to Sign." Finally you can submit the application. If you still have to prepare the electronic copies of the documents, you can save the form and send it at a later stage. You can also decide to stop the process by clicking the "Withdraw" button and start over another time.