MATB1 maternity certificate

Time off · https://paiyroll.com/kb/matb1-maternity-certificate/

paiyroll® does not generate or require the MATB1. The employee obtains the MATB1 from a doctor or midwife and gives it to the payroll administrator. The payroll administrator keeps it and uses its dates for Statutory Maternity Pay (SMP).

What the MATB1 is

The MATB1 is proof of pregnancy for SMP. A doctor or registered midwife issues it, free of charge. They can issue it from 20 weeks before the expected week of childbirth. It is not possible to download the MATB1.

When the employee gives it to the payroll administrator

1. The employee tells the payroll administrator about the pregnancy and the start date of their leave. They must do this by the 15th week before the expected week of childbirth.
2. The employee gives the MATB1 to the payroll administrator. They must do this no later than 21 days after the start of SMP. If the baby is born early, they must give it as soon as possible.

If the company does not receive an MATB1, the employer does not have to pay SMP.

What the payroll administrator does with it

1. Keep the MATB1, or a copy, with the payroll records. HMRC can ask to see it.
2. Book the SMP absence for the employee. In **Expected date of birth**, enter the date from the MATB1. See Setup SSP, SMP or SPP absence time off.
3. When the baby is born, enter the **Actual date of birth** in the absence.

More information

For the HMRC rules, see Statutory Maternity Pay: employer guide.