

# User Manual for In-Work Benefit Calculator

Department of Social Security



This manual was developed by the Department of Social Security to help you fill in our online In-Work Benefit calculator in a complete and correct manner.

Note: This manual was written for information purposes and does not have any legal strength whatsoever.

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## For More Information



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## General Information




This calculator is a tool that allows you to enter data to calculate an unofficial projection of your benefit. This is not an official estimate and there is no guarantee that you will receive these amounts. The accuracy of the benefit projection will depend on how closely the data you enter matches your actual data in the future. The calculator uses the data you input and does not compare that data against your actual account. The actual social security benefit that you receive must be calculated under the provisions of the Social Security Act (Cap. 318.).

The In-Work Benefit is aimed to assist couples and single parents who have children under the age of 23 years still living with them.

## General Instructions

1. Access to the In-Work Benefit Calculator online service is through the *Services Portal* - <https://dsservices.gov.mt/>. First, one must select the preferred language from either **Maltese** or **English** (found at the top).
2. Then, under the heading **Services**, one must select **In-Work Benefit Calculator**.
3. Click the '**Accept**' button to accept the disclaimer and then the calculation can be started.
4. Once all required details have been entered, a '**Calculate**' button will appear at the bottom of the page. Once clicked, the result of your calculation will be displayed. Use the '**Clear**' button to clear changes.

## Field Types

Field Type	How It Looks	How to Enter Data	How to Delete Data
Numeric Textbox		Click on the textbox and simply type in. Only numbers are accepted	Click on the x button (Internet Explorer Only) on the top right hand corner to remove all content or use the Backspace/Delete key to delete accordingly
Radio Button		Click inside the appropriate radio button. A dot will be displayed inside radio button (  )	The radio button adjacent to the selected radio button must be clicked and this radio button will now have a dot inside it. The dot inside the other radio button will disappear

## Requested Details

Field No	Field Name	Field Type	Required Details	Displayed?
1	Presently are you benefitting from Tapered Social Assistance?	Radio Button	'Yes' or 'No' (If 'Yes' -> end of calculation as you would not be entitled for In-Work Benefit; 'No' -> Q2)	Yes
2	Do you have children under the age of 23?	Radio Button	'Yes' or 'No' (If 'Yes' -> Q3 (one selection from the list); 'No' -> end of calculation as you would not be entitled for In-Work Benefit)	No, if answer to Q1 is 'Yes'
3	This service is based on current year rates. Make one selection from this list:	Radio Button	<p>a. You are a single person earning between €xxxx and €xxxx and have the full custody of your children</p> <p>b. You are a couple, only one of you works and you earn between €xxxx and €xxxx</p> <p>c. You are a couple, you both work and earn between €xxxx and €xxxx, and none of you earn less than €xxxx</p> <p>d. None of the above apply</p> <p>(If a, b or c -&gt; Q4; If d -&gt; end of calculation as you would not be entitled for In-Work Benefit)</p> <p>Note: €xxxx signifies earning parmenters for current assessment year.</p>	No, if answer to Q2 is 'No'
4	Enter actual income (from employment) for the last year or the estimated income (from employment) for this year if you did not work at all during the last year  Gross Income (€)	Numeric Textbox	<p>Any numeric value from 0.01 to 99,999.99 (up to 2 decimal places). The Net Income (Gross Income minus the Social Security Contributions) must be within the income range selected in Q3</p> <p>(If Net Income is within income range selected in Q3 -&gt; Q5)</p>	No, if answer to Q3 is 'None of the above apply'
5	Social Security Contributions (€)	Numeric Textbox	Any numeric value between 0.00 and 99,999.99 (up to 2 decimal places). This value must not exceed the gross income	Yes, if a numeric value is entered in Q4