

UNISON MEMBERS DON'T LOSE OUT

You could get £1000's
of Tax Relief



Did you know that following an agreement between UNISON and the Inland Revenue, you may be able to claim tax relief for cleaning your uniform? To help find out if you can claim and how to do it, UNISON has prepared a claim form as part of this leaflet, so read on—and don't lose out!

WHAT TAX RELIEF IS AVAILABLE?

Laundry

You can get tax relief for the cost of laundering your uniform, but only where you have to meet the costs out of your own pocket. You cannot claim if your employer takes care of the cleaning or provides cleaning tokens or free cleaning facilities for you to use.

Nor can you claim uniform laundry costs if you do not have to wear a uniform to do your job. There is no tax relief for the costs of cleaning ordinary clothes.

Annual Tax Relief (£'s) under HMRC EIM32712

	2008/09 and Following Years	2007/08 and Prior Years
Lab Staff	60	45
Maintenance Workers	60	45
Catering Staff	60	45
Cleaning Staff	60	45
Support Staff	60	45

HOW MUCH CAN I CLAIM?

You can claim the full amount for this year and for every year that you have not claimed for the previous 6 years.

HOW DO I CLAIM?

If you are satisfied that you are entitled to claim tax relief for any of the above, use the form provided in this leaflet. Alternatively you can photocopy it and use that. The Inland Revenue will accept either, provided, of course, that it has been properly completed.

You can use one form to claim for all years for which you are entitled to relief. But you can only claim for those years where all the conditions set out in the form are satisfied. And please note that you should not claim for any years for which you have already received tax relief.

WHERE IS MY NATIONAL INSURANCE NUMBER?

It is very important that you put your National Insurance number on your form. It looks similar to this: TN 11 10 53 F

You can find it on: form P60 – the form you were given in April which tells you your total income for the year., any letter from the Tax Office, your payslip or any letter from the Department of Social Security.

WHERE DO I SEND THE CLAIM FORM?

When you have completed and signed the form, send it to your Tax Office. The address will be shown on any letter from them, for example a letter telling you about your PAYE tax code. If you cannot find the address of your Tax Office, your employer's payroll department will be able to tell you.

HOW DOES THIS WORK?

Your tax code will be changed. So the tax taken this year will be changed by the new allowance (including backdated elements). Thereafter for future years, it will be given automatically through the tax code. But please remember that you must tell your Tax Office if your circumstances change so that you no longer have to meet the cost of laundering your uniforms.

HOW LONG DOES IT TAKE?

The Inland Revenue will deal with your claim as quickly as possible and hope to have the bulk of claims settled within two months. Claims will be dealt with in the order in which they are received. It will help other claimants if you can, within reason, leave matters in the hands of the Tax Office and resist the temptation to phone or write to check on the progress of your claim.

Inland Revenue

Tax Allowance Claim Form

You can claim for the current tax year and the previous six years. The tax year begins on April 6 in one year and ends on April 5 in the following year. When you have completed and signed the form, send it to your Tax Office. Your employer can tell you the address if you do not know it.

To The Inland Revenue Office

Dear Sir/Madam

I wish to claim tax relief as outlined on this claim form.

Surname	First name(s)
National Insurance Number	Tax Reference (if known)
Name of your current employer	Your Current Job Title

I wish to claim Tax Relief on the following Items and for the Tax Years indicated. Please use guide to determine amounts, eligibility and years

Laundry Allowance					
I work as a Local Government worker and I had to wear a uniform and my employer does not launder my uniform or provide free laundry facilities and I had to pay the full cost of laundering my uniform. I laundered my uniform separately from other items of clothing in a high temperature wash and I have not already had tax relief for the cost of laundering my uniform.					
Yr	£	Yr	£	Yr	£
2014/15	2013/14	2012/13
2011/12	2010/11	2009/10
Total				

Declaration

I confirm that:

to the best of my knowledge and belief, the details given above are correct and complete.

I will tell the Inland Revenue straight away if I am no longer entitled to tax relief for any of the items above.

Signature	Date
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