

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, nurses shoes and tights, UNISON Subs and NMC and Professional Fees? 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
2014/13 and following years £125
Prior 2014/13 £100

Nurses Shoes and Tights

Nursing Staff and Midwives etc can claim for the provision of health service proscribed style shoes and tights.

Tax Relief per Year under HMRC EIM 67200
Shoes 12
Tights 6

UNISON Subs

The Inland Revenue has agreed that Nursing sector, Ambulance sector, Voluntary sector, Professional and Technical 'A' sector, Professional and Technical 'B' sector, Senior and General Manager sector staff can get 70% tax relief on their annual UNISON subscriptions. This is covered by 344 ITEPA and has applied since April 2004.

NMC and Professional Fees

Health Staff who are required to maintain an annual registration such as to the NMC or HPC can claim tax relief on these fees since April 2003. Tax Relief is claimable on the full amount of the registration fees paid per year.

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 5 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.

Pay As You Earn and Self Assessment
HM Revenue and Customs
BX9 1AS
United Kingdom

WHAT IF I HAVE LEFT HEALTHCARE?

If you meet the conditions for relief for earlier years, and did not receive any relief for those years, you can still claim. Complete the claim form for the appropriate year(s) and send it to your current or last known Tax Office.

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

Healthcare Staff Tax Allowance Claim

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 health care 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	£
2018/19	125.....	2017/18	125.....	2016/17	125.....
2015/16	125.....	2014/15	125.....	2013/14	100.....

Nurses Shoes

I have to provide health service proscribed shoes for work

Yr	£	Yr	£	Yr	£
2018/19	12.....	2017/18	12.....	2016/17	12.....
2015/16	12.....	2014/15	12.....	2013/14	12.....



Nurses Tights

I have to provide health service proscribed tights for work.

Yr	£	Yr	£	Yr	£
2018/19	6.....	2017/18	6.....	2016/17	6.....
2015/16	6.....	2014/15	6.....	2013/14	6.....

UNISON Subscriptions

I work in the Nursing sector, Ambulance sector, Voluntary sector, Professional and Technical 'A' sector, Professional and Technical 'B' sector, Senior and General Manager sector I am claiming for 70% of my Annual UNISON Subscriptions. Full Time Nurse equals £140/yr

Yr	£	Yr	£	Yr	£
2018/19	2017/18	2016/17
2015/16	2014/15	2013/14
Total				

NMC or other Professional Body Registration Fees

I have to register with a professional organization so as to undertake my work.

Yr	£	Yr	£	Yr	£
2018/19	120.....	2017/18	120.....	2016/17	120.....
2015/16	120.....	2014/15	100.....	2013/14	100.....

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

