

IMPORTANT

Please fill in your details where there is blue text in brackets, delete the brackets and make sure all the text is set back to black. PLEASE DELETE ALL RED TEXT.

[Your Address]

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

[Date]

To Whom It May Concern:

Name: [Your Name]
National Insurance Number: [Your National Insurance Number]

I work as a [Teacher / Lecturer] and wish to enquire whether I am entitled to a tax rebate in respect of [union fees / membership of Professional Bodies / and the cost of purchasing and maintaining work clothing].

***DELETE AS APPROPRIATE**

I have worked as a [Teacher / Lecturer] since [Date started].

I have paid regular Union fees to [Insert Union] since [Insert Year].

In the tax year ending 5th April 2014 my Union fees for the year totalled [£ .]

In the tax year ending 5th April 2015 my Union fees for the year totalled [£ .]

In the tax year ending 5th April 2016 my Union fees for the year totalled [£ .]

In the tax year ending 5th April 2017 my Union fees for the year totalled [£ .]

***DELETE FOR YEARS WHERE NO FEES WHERE PAID**

I continue to pay Union fees to date of [£ .] per month.

I have also paid Professional Body fees to [Insert Body] since [Insert Year].

In the tax year ending 5th April 2014 my fees for the year totalled [£ .]

In the tax year ending 5th April 2015 my fees for the year totalled [£ .]

In the tax year ending 5th April 2016 my fees for the year totalled [£ .]

In the tax year ending 5th April 2017 my fees for the year totalled [£ .]

***DELETE FOR YEARS WHERE NO FEES WHERE PAID**

I continue to pay these fees to date of [£ .] per month.

In the course of my work, I am required to wear [sports clothing to teach P.E / protective clothing / a uniform with my Employer's Logo.]

My employer does not provide any laundry or cleaning services, nor provide me with any financial assistance to do so.

***IF YOU DID NOT PURCHASE SPORTS OR PROTECTIVE CLOTHING FROM YOUR OWN POCKET PLEASE DELETE THE FOLLOWING SECTION:**

Please note: HMRC may request to see receipts for purchases.

I must also purchase and replace the [sports clothing / protective clothing] myself without financial help from my Employer.

In the tax year ending 5th April 2014 the cost of this totalled [£ .]

In the tax year ending 5th April 2015 the cost of this totalled [£ .]

In the tax year ending 5th April 2016 the cost of this totalled [£ .]

In the tax year ending 5th April 2017 the cost of this totalled [£ .]

***DELETE FOR YEARS WHERE NO PURCHASES WHERE MADE**

If a rebate of tax is due, please can you send a cheque to me at the above address?

Yours faithfully

[Your Name]