Did you know that you can claim tax relief on your RCN subscription?

Under Section 344 of the Income Tax (Earnings & Pensions) Act 2003, subscriptions paid to the Royal College of Nursing are allowable as a fee or subscription to professional bodies or learned societies. If your employer does not look after the cleaning arrangements for your uniform or provide free laundry facilities for you to use, you can get tax relief at the rate of £100 for costs of cleaning your uniform that you meet out of your own pocket. You can claim for the current year, and for earlier tax years on this form. The tax year begins on April 6th in one year and ends on April 5th the following year. For further information on tax relief please go to the RCN website at www.rcn.org.uk/membership/taxrelief

To claim your tax relief simply complete this form and **SEND IT TO HMRC. Their address is HMRC, PAYE AND SELF ASSESSMENT, PO BOX 1970, LIVERPOOL, L75 1WX**. If you are a non UK tax payer you are not eligible to claim tax relief. To check the full details of your annual subscription(s) please contact RCN Direct on 0345 772 6100.

PLEASE PRINT IN BLOCK CAPITALS

National Insurance number

Payroll number

RCN Membership Number

Claim for the deduction year ending

0 5 0 4

D D M M Y Y Y Y

Tax reference (if known)

Surname

First name

Home address

Postcode

Job title

Name of employer

Employers address

Postcode

I claim the following amounts:

	For current tax year	For previous tax years			
	2013 - 2014	**2012 - 2013**	**2011 - 2012**	**2010 - 2011**	**2009 - 2010**
Statutory fee to NMC	**£**	**£**	**£**	**£**	**£**
Annual subscription to the RCN	**£**	**£**	**£**	**£**	**£**
Extra Statutory Concession A1 shoes & tights/socks allowance	**Please Tick** ☐**Shoes** ☐**Tights**	**Please Tick** ☐**Shoes** ☐**Tights**	**Please Tick** ☐**Shoes** ☐**Tights**	**Please Tick** ☐**Shoes** ☐**Tights**	**Please Tick** ☐**Shoes** ☐**Tights**

Please note that HMRC information states there are time limits for making a backdated tax relief claim. This is generally four years prior to the current Tax Year, but this may depend on your personal circumstances. There are also deadlines for getting your claim to HMRC. Detailed information on making a claim is available from HMRC on 0845 300 0627 or online at www.hmrc.gov.uk/incometax/how-to-get.htm.

We are sorry to advise that HMRC will no longer give tax relief on subscriptions to Nursing Standard. Further information on this is available from your tax office.

I claim the amount of tax relief agreed for nurses and midwives working for my employer to cover the cost of laundering my uniform. Please amend my PAYE code to allow for this cost. (please tick) ☐

I confirm that for each tax year for which I have claimed:

- I worked as a nurse, midwife or HCA/HCSW *and*
- My employer did not launder my uniform for me or provide free laundry facilities *and*
- I had to pay the full cost of laundering my uniform *and*
- I had to wear a uniform *and*
- 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.

I declare that the information given is correct, to the best of my knowledge and belief, and that I pay each amount out of my earnings and that I will notify the Inland Revenue immediately if I am no longer entitled to tax relief.

Signed

Date