



Employee Travel Expenses Claim

You cannot make a claim for travel to and from your permanent place of work

Reason for claim

1. You are site based, i.e. you travel from home direct to your Employer's client's address.
2. You have a permanent place of work but are sometimes temporarily sent elsewhere.
3. Travel in your own vehicle undertaking normal duties, i.e. you use your car for your employer's business.

Personal Details

Full Name

Address

Telephone

Email

Date of Birth

N I Number

What is your occupation?

Refund & Fees

If your mileage claim is below £2,500, Form P85 is used to make the claim and our fee is £125+VAT per year.

If your mileage claim is more than £2,500 then we must register you under Self Assessment and file a Tax Return annually. Our fee for this is £175+VAT per year.

The refund will be paid direct to our bank, we will deduct our fee and pay the balance direct to your bank.

Please provide your bank details:

Name on the Account

Account number

Sort Code

Timescales

For a claim made by form P85, the time it takes to receive a refund after submission can be anything from 3 weeks. Form P85 cannot be filed online and therefore we are at the mercy of how fast HMRC process the claim manually.

For a claim made on a Tax Return under Self Assessment, the initial delay will be in obtaining a UTR (unique tax reference). Once we receive this we will submit a Tax Return online. The refund can arrive 7 - 21 days later.

If you have been under Self Assessment before and already have a UTR, please provide:

Further delays would be the result of HMRC checking the claim, i.e. requesting documentary evidence
or
HMRC checking the payment, i.e. running routine security checks.

Authority for us to act on your behalf

Upon receipt of this form, we will request an authorisation code from HMRC, once you receive HMRC's letter, please call or email us with the online filing code which begins 'SA'.

Claim

You can claim up to 4 years back, i.e. after 6/4/17 the following claims can be made: 2016/17; 2015/16; 2014/15 & 2013/14

Please choose the Tax Year/s you want to claim:

2016/17	2015/16	2014/15	2013/14
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We require your P60 for each Tax Year, please scan and email this to us or pop in the post.

P60's emailed	2016/17	2015/16	2014/15	2013/14
or				
P60's in post	2016/17	2015/16	2014/15	2013/14

We also require a detailed mileage record to make the claim (below)

- Please complete this form and submit or you can print off and post to us if you prefer

If you have any further questions, please do not hesitate to contact us.

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Email: wrightsaccountancy@btconnect.com

Mileage Report

2016/17 (06/04/16 - 05/04/17)

Did you receive a mileage allowance from your Employer?

If yes pence per mile allowed

(If you have weekly payslips showing this allowance, please forward them to us)

Date From

Date To

Location

Miles E.W

**Days worked
per week**

Mileage Report

2015/16 (06/04/15 - 05/04/16)

Did you receive a mileage allowance from your Employer?

If yes pence per mile allowed

(If you have weekly payslips showing this allowance, please forward them to us)

Date From

Date To

Location

Miles E.W

**Days worked
per week**

Mileage Report

2014/15 (06/04/14 - 05/04/15)

Did you receive a mileage allowance from your Employer?

If yes pence per mile allowed

(If you have weekly payslips showing this allowance, please forward them to us)

Date From

Date To

Location

Miles E.W

**Days worked
per week**

Mileage Report

2013/14 (06/04/13 - 05/04/14)

Did you receive a mileage allowance from your Employer?

If yes pence per mile allowed

(If you have weekly payslips showing this allowance, please forward them to us)

Date From

Date To

Location

Miles E.W

**Days worked
per week**