

Accountants for Business



As a service to our clients we have provided you with some of the forms you will require for your business activity. Please note that this form is produced by HM Revenue & Customs and is public sector information licensed under the Open Government Licence v3.0. If you would like any assistance, please contact your **Local AIMS Accountant**.



If your details are not shown complete the boxes below

Name	
Address	
Postcode	

It will help avoid delay when you write or call if you give us your National Insurance number, date of birth and/or Employer PAYE reference.

National Insurance number

When to use this form

Use this form to claim tax back if:

- you have been unemployed for four weeks or more, or
- you **are not** claiming one of the taxable benefits listed below, **or**
- you do not expect to go back to work, or
- you have retired permanently and **are not** receiving a pension from your old employer, **or**
- you have returned to full-time study.

Only send this form after your fourth week of unemployment.

Taxable benefits

- 1. Jobseeker's Allowance (JSA)
- 2. Taxable Incapacity Benefit (IB), *Note IB is usually taxable if paid for more than 28 weeks*.
- 3. Contribution-based Employment and Support Allowance (ESA).
- 4. Carer's Allowance.

Do not use this form if:

Date of birth

Return to:

PO Box 1970

LIVERPOOL

L75 1WX

MMM

Employer PAYE reference

HM Revenue & Customs

PAYE & Self Assessment

Office number Reference number

- you are unemployed, and expect to start a new job within four weeks. Hand form P45, Part 2 and 3 (a P45 is the form given to you when you finish a job) to your new employer. They will make any repayment due to you through your salary
- you are claiming one of the taxable benefits listed left. Wait until after 5 April coming or your claim ends, if this is sooner. If you are claiming JSA, IB or ESA, Jobcentre Plus will send you a repayment
- you are receiving an occupational pension. Contact your pension provider who will make any repayment due to you, or wait until after 5 April and we will repay any tax you have overpaid
- you have received a one-off lump sum pension payment. Contact HMRC for form P53.

Claim for repayment

Your income since leaving your last employment

1 Name of last employer	3 Amount of income received since your last employment
2 Type of income you have received since leaving your last employer named above tick one box only Part-time State Pension	 £ Ø Ø<
Casual Self-employed Works/occupational Other, please give details in the box below	form P45).

Taxable benefits

4 If you have claimed one of the taxable benefits shown on page one, enter the name of the benefit	5 The Jobcentre Plus office where you claimed
How we will make your repayment	
Please send either your P45 (Parts 2 and 3) from your pension/annuity payer, or notification from Department for Work and Pensions, as well as any P45 (Parts 2 and 3) sent to you by an employer. We will post any repayment due to you, with a new form P45 (Parts 1A, 2 and 3) if necessary. Repayments of tax are made by payable order, crossed 'Account Payee only' so they have to be paid into a bank or building society account.	If you want us to send the payable order direct to your bank or building society, give us the details below. If you do not have a bank or building society account, please give us the name and address of someone who does, so we can make the payable order out to them.
6Who should we send the repayment to? tick one box onlyPayable order to your addressGo to DeclarationPayable order to your Bank or Building SocietyGo to question 7Payable order to someone nominated by you, to pay into their accountGo to question 12	11 Your Bank or Building Society name and address
7 Name of account holder (as shown on the bank statement)	12 Name and address of the person you want us to send
8 Account number	the payable order to if you do not have a bank account Name Address
9 Sort code	
10 Building society account reference number, if any	Postcode

Declaration

Please tick at least one of the following boxes.		I understand that false statements can lead to prosecution
• I am actively seeking employment and have been unemployed for four weeks or more and have		Signature
not claimed any of the taxable benefits listed on page one.		
		Date DD MM YYYY
• I have retired from work and do not get a pension from my old employer		
• I have returned to full-time study		Phone number
 I do not expect to go back to work (including part-time or casual employment) before the start 		Send your completed form to the address on the front
of the new tax year on 6 April		of this form with your P45 (Parts 2 and 3).
The information I have given in this claim is correct	t and	
complete to the best of my knowledge and belief.		