

TAX RELIEF

DID YOU KNOW THAT YOU CAN CLAIM TAX RELIEF ON YOUR CTSI SUBSCRIPTION?



Chartered Trading Standards Institute

Under section 344 of the Income Tax (Earnings & Pensions) Act 2003, subscriptions paid to the Chartered Trading Standards Institute are allowable as a fee or subscription to professional bodies or learned societies.

To claim your tax relief, complete this form and send it to your tax office. Your employer will give you the address of your tax office. The Inland Revenue publishes a booklet listing all qualifying organisations and CTSI is listed under "Chartered Trading Standards Institute, CTSI". If you are retired, a student member or non-taxpayer, you are not eligible to claim tax relief.

It is possible to backdate your claim for up to four years. For full details of the annual subscriptions that you have paid to CTSI, please write to Member Services, Chartered Trading Standards Institute, 1 Sylvan Court, Sylvan Way, Southfields Business Park, Basildon, SS15 6TH. For further information please visit GOV.UK.

Application for Tax Relief on Professional Subscriptions to CTSI

Please PRINT and remember that it is unlawful to give false information.

Claim Form Reference (Tax Office Use Only)			
National Insurance Number (On Your Wage Slip)			
Payroll Reference Number (On Your Wage Slip)			
Tax Office Code (Available from your Employer)			
Surname		First Name(s)	
Home Address			
		Postcode	
Nature of Employment			
Name of Employer			
Employer's Address			
		Postcode	
Annual Subscription to the Trading Standards Institute			Enter the Relevant Annual Fee for your Membership Here
Claim for the Tax Year Ending 5 th April			Enter Year
Declaration I declare that the information given above is correct to the best of my knowledge and belief, and that I pay each amount shown out of my earnings. I claim the amount of tax relief due.			
Signature		Date	

Please send this form directly to your tax office and not back to the CTSI offices.