



# ULSTER TEACHERS' UNION

GENERAL SECRETARY  
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Dear Member

## **IMPORTANT: You could be owed a tax refund**

If you pay tax, there's a fairly high chance you've paid too much!

Over 1 in 3 taxpayers have paid more tax than they needed to after being given the wrong tax code by HMRC.

If you know what to look for you might be able to spot where HMRC has sent you or your employer the wrong codes in the last 4 years and then sort the problem yourself. If not, UTU are working in conjunction with The Tax Refund Company and are pleased to offer you the opportunity to receive a professional tax code review, by their leading tax code experts. They will check the tax you've paid in the last 4 years and get your money back from HMRC if you've paid too much.

Over 4,000 UTU Members have already taken advantage of this service, with over 1 in 2 finding out they had paid too much tax and getting an average refund of £195.88 each.

Checking you've been given the right tax code is even more important this year. There are new tax allowances that, if you're entitled to use them, could see you losing over £662 this year alone if you miss out.

If you wish to use the service, the main facts you need to know are:

- **Your review is FREE if you do not get a tax refund**
- **For every £1 refunded, you keep 62p (minimum fee £38\*)**
- **YOU keep 100% of any future savings you make from a new tax code**

To find out if you are due a refund, go to [thetaxrefundcompany.co.uk/login/ref=utu1710](http://thetaxrefundcompany.co.uk/login/ref=utu1710) or fill in the form overleaf and send it back to the FREEPOST address at the bottom of the form.

**This is your hard earned money. Why let The Revenue keep it?**

Yours faithfully

Avril Hall-Callaghan  
General Secretary

\* Where your refund is under £38, the fee will be reduced to the amount of the refund so you have nothing more to pay.

### **ANY QUESTIONS?**

Call The Tax Refund Company Customer Service Team on  
0161 968 7345 (Mon–Fri 9am–5pm) or see our FAQ's at [www.thetaxrefundcompany.co.uk/faqs](http://www.thetaxrefundcompany.co.uk/faqs)

# Tax Refund Claim Form

For a fast response, please apply online at: [thetaxrefundcompany.co.uk/login/ref=utu1710](http://thetaxrefundcompany.co.uk/login/ref=utu1710)

Alternatively complete this form in BLOCK CAPITALS

## Personal Details

Title (Please ✓) Mr  Mrs  Miss  Ms

First Name(s)

Surname

House/  
Flat No.  Address

Postcode

E-mail Address  
**(MUST BE IN BLOCK CAPITALS)**

Mobile Phone No.

National Insurance Number (if known)

Date of Birth

Current Marital Status - please ✓  
the box that applies to you  Single  Living with partner  Married/  
Civil Partnership  Separated/  
Divorced  Widowed

If applicable please specify date  
married, separated or widowed  
(Date of marriage / civil partnership)  (Date of separation)  (Date widowed)

If married, does your partner currently  
pay tax?  Yes  No

## Employment Details

(We will not contact your employer)

Current Employer's Name  
(State if currently unemployed / retired)

Occupation or job title

Current Tax Code  
(If known)  This will be on your latest payslip or P60 (eg. 1060L)

How many jobs have you  
had in the past 4 years

## Additional Information

Please ✓ if you have:

- Paid subscriptions to a professional body
- Total income of more than £43,875 per year, before tax, and including any overtime and bonuses.
- Work(ed) from home.
- Been required to use your own car for business purposes (excluding travel to and from work).
- In the last 4 years been self-employed or been required to complete a self-assessment Tax Return

I agree that in the event PTS  
(Stockport) Ltd submit a claim on  
my behalf, they are irrevocably  
authorised by me to deduct their  
fee of 38p from each £1 recovered,  
or £38, whichever is the greater,  
and remit the balance to me. I  
understand that if the amount  
recovered is less than £38, I will  
have nothing further to pay.

Signed

Date

V006

Please send this completed form to:

1710000023

The Tax Refund Company

FREEPOST RTHS-EKKC-BEAU, Grosvenor House, Stockport SK1 3TZ