



Teachers claim for Registration Fee payable to General Teaching Council for England

If you are required to pay a registration fee to the General Teaching Council, and you are a taxpayer, you may get tax relief for the costs of doing so where you have met these out of your own pocket. You can claim tax relief by using this form. When you have completed and signed the form, send it to your tax office – **do not send it to the General Teaching Council**. Your employer can tell you the address if you do not know it.

Surname

First Name(s)

National Insurance Number

Tax reference (if known)

DfES Teacher Number

Name of your current employer

Your current job title

CLAIM

I claim the amount of tax relief available on the GTC registration fee which I am required to pay, please amend my PAYE code to allow for this relief.

Tax relief claimed for tax year:
(enter as appropriate)

Fee Paid:

DECLARATION

Remember you can be prosecuted for making false statements.

I confirm that

- To the best of my knowledge and belief the details given above are correct and complete
- I will tell the Inland Revenue immediately if I am no longer entitled to tax relief for the costs of registering with the General Teaching Council for England
- I have not already received this relief
- I pay the subscription out of my earnings

Signed _____

Date _____

Tax relief for registration fees paid to the General Teaching Council for England

You will be aware from previous mailings that tax relief can be claimed for the cost of your registration fee paid to the General Teaching Council. This note explains the circumstances in which you can claim tax relief and how to go about doing so.

In what circumstances is tax relief available?

- Tax relief can be given against the fees to the GTC provided that you remain in relevant employment - see below
- It will be available if you pay for your subscriptions out of your own pocket (including payments by Direct Debit and salary deduction).
- You cannot claim tax relief if someone else pays your subscription on your behalf

What is relevant employment?

Relevant employment is any employment linked to the teaching profession - as well as teachers it would include a range of educational roles, teacher's advisors etc.

How do I claim?

If you are satisfied that you are entitled to claim tax relief for the cost of your registration fee to the GTC, use the form provided overleaf.

Who is the form for?

It is for any teacher who has paid a subscription to the GTC for England and wishes to claim tax relief on that payment. You can only claim tax relief once for the same amount so if you have already written to your tax office do not use this form. If you complete a self-assessment tax return you should still claim relief when you pay the fee but confirm this when you complete the relevant Self-Assessment return.

Where do I send the claim form?

When you have completed and signed the form, send it to your Tax Office. The address and your tax reference will be shown on any letter from them. If you cannot find the address of your Tax Office or your tax reference, your employer's payroll department will be able to tell you.

How will I receive any relief to which I am entitled?

If you are entitled to tax relief it will be paid through your tax code.

How much relief will I get?

If you are entitled to tax relief for subscriptions paid to the GTC you will get relief for the full amount of subscriptions you actually pay in the tax year.

What about future years?

The amount payable in April 2003 will be carried forward to the following tax year and continue until you notify the Inland Revenue of any change in the amount of the annual subscription. Please remember that you must tell your Tax Office if your circumstances change so that you no longer pay the subscription or are no longer in relevant employment.