

# CLAIM FOR ANNUAL SUBSCRIPTION – SECTION 344 ITEPA 2003

Please use this form to claim tax relief on your CODP subscriptions

## GUIDANCE NOTES FOR COMPLETION OF THE CLAIM FORM

1) Section 1 of the claim form lists the personal details that will enable your tax office to deal with your claim. It is very important that you put your National Insurance Number on the form. It looks something like: AB 12 34 56 C. You can find your National Insurance Number on Form P60, (the form your employer should give you in April/May each year which tells you your total income for the year). It is also on letters you may have received from HM Revenue & Customs and your payslip.

2) Section 2 of the claim form lists the information that HM Revenue & Customs will need to process your claim. Firstly you need to confirm that you are, or have been at some time since 6 April 2004, a member of the College of Operating Department Practitioners (formerly the Association of Operating Department Practitioners or BAODA) by deleting text in the first box as appropriate.

3) Next you need to enter details of the CODP subscriptions paid by you in the years during any part of which you were a member.

4) When you have fully completed and signed the claim form you should send it to your tax office. The address will be shown on any letter from them or, for example, on the form that advises you of your PAYE code number. If you cannot find the address of the tax office your employer's payroll department will be able to tell you.

SECTION 1 (Please read the guidance notes before completing this form)			
Surname	<input type="text"/>		
Forename(s)	<input type="text"/>		
National Insurance number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>		
Address and postcode	<input type="text"/>		
Employer's name, address and postcode	<input type="text"/>		
SECTION 2			
I confirm that I am/have been* a member of the College of Operating Department Practitioners *(delete as applicable)			
and claim tax relief on the following amounts of subscriptions paid by me:			
YEAR (From 6 April to 5 April)	Total subscription paid	CODP Subscription Full/Student	
2004-05	£ <input type="text"/>	<input type="text"/>	
2005-06	£ <input type="text"/>	<input type="text"/>	
2006-07	£ <input type="text"/>	<input type="text"/>	
2007-08	£ <input type="text"/>	<input type="text"/>	
2008-09	£ <input type="text"/>	<input type="text"/>	
2009-10	£ <input type="text"/>	£50/£25	
Please amend my code to include relief for my subscriptions payable for 2010-11	£ <input type="text"/>	£60/£30	
Signature	Date		