

Claiming Tax Relief on your CILIP Subscription

Optional declaration if you don't usually receive a form from your tax office.

If you're a UK taxpayer, you can claim the tax back on your CILIP subscription payment.

Under Section 201 of the Income and Corporation Taxes Act 1988, subscriptions paid to CILIP are eligible for tax relief as a Deduction for Fees and Subscriptions Paid to Professional Bodies or Learned Societies.

If you receive a tax form each year, then you should declare your CILIP subscription as a tax-deductible expense. If you don't usually get a tax form, then you can use this form to tell your tax office you want to claim.

It is also possible to backdate your claim for up to six years. If you would like us to tell you how much you have paid in subscriptions in earlier years, please email the Membership Team at membership@cilip.org.uk.

Overseas members and any members paying at the Student or Unwaged rates are not eligible for tax relief.

To claim your tax relief, please fill in the details below and **return this form to your Tax Office** (not to CILIP). Your employer will give you the address of your tax office if you don't know it already.

Claim form reference: **(to be completed by tax office)**

National Insurance Number:

Payroll Number:

Claim for the deduction year ending 5 April (insert year):

Surname:

First name:

Home address:

Postcode:

Nature of employment:

Name of employer:

Employer's address:

Postcode:

My subscription to CILIP: the Chartered Institute of Library and Information Professionals for the tax year stated above was:

£ .

I would also like to claim for the following earlier year(s):

Year ending 5 April	<i>(insert year)</i>	Amount of CILIP subscription:	£	.	
Year ending 5 April	<i>(insert year)</i>	Amount of CILIP subscription:	£	.	
Year ending 5 April	<i>(insert year)</i>	Amount of CILIP subscription:	£	.	
Year ending 5 April	<i>(insert year)</i>	Amount of CILIP subscription:	£	.	
Year ending 5 April	<i>(insert year)</i>	Amount of CILIP subscription:	£	.	

I declare that the information given above is correct to the best of my knowledge and belief, that I pay each amount out of my earnings, and that I have not made any other tax claim in respect of these payments.

Date: / /

Signature: