

Name:  
Address:  
Date:  
National Insurance Number:

Dear Sir/Madam,

I have been informed by my GMB representative that I may be entitled to claim tax relief for the cost of laundering my work uniform. This consists of t-shirts, sweatshirts, fleeces, high visibility vests, and jeans/trousers. This uniform bears the company logo and is all part of the company uniform policy, however the company do not provide any washing facilities.

I began employment at Wilkinson Distribution Centre in .....(month & year)....., as a Warehouse Operative. The reference number for Wilkinson is 673/W2. I am told I can claim retrospectively for the last 6 years, so would like a refund via cheque if entitled, and could you also amend my current years tax code to reflect the change.

Your sincerely,

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When completed, send to :

HM Revenue & Customs,  
Pay As You Earn,  
PO Box 4000,  
Cardiff.  
CF14 8HR.