

TAX REBATES FOR NSEAD MEMBERS AND HOW TO CLAIM THEM...

1. Membership Subscription Rebate
2. Working From Home Allowance

1. Membership Subscription Rebate

As a member of NSEAD, you can reclaim part of your membership subscription as a taxable benefit. HMRC (www.gov.uk/tax-relief-for-employees/professional-fees-and-subscriptions) states that you can claim tax relief

- on your professional membership fees, if you must pay the fees to be able to do your job.
- on your annual subscriptions you pay to approved professional bodies or learned societies if being a member of that body or society is relevant to your job.

Typically it is a 20% tax rebate (if you're a basic rate tax payer) on 90% of £188 if you're a NSEAD Trade Union member.

NSEAD is an approved organisation according to HMRC. You can reclaim subscriptions for previous years' membership and claiming is easy to do.

You can either go online (web address above) and complete an online form, or you can send a letter to HMRC to this effect. (There is a draft letter in Appendix 1 that you can customise and send to HMRC).

2. Working From Home Allowance

If your employer requires you to work from home, you have always been able to claim for increased costs, e.g., heat or electricity, for the specific time at home. Yet during the 2020 lockdown, HM Revenue & Customs (HMRC) launched a 'microservice' which, even if you only needed to work from home for a day, allowed you to get a WHOLE year's tax relief.

And that applies for the 2021/22 tax year too – meaning many are due TWO years' relief, worth up to £280. You can either claim tax relief on:

- £6 a week from 6 April 2020 (for previous tax years the rate is £4 a week) - you will not need to keep evidence of your extra costs
- The exact amount of extra costs you have incurred above the weekly amount - you will need evidence such as receipts, bills, or contracts

You will get tax relief based on the rate at which you pay tax. For example, if you pay the 20% basic rate of tax and claim tax relief on £6 a week you would get £1.20 per week in tax relief (20% of £6). For most people, £6-a-week 'costs' is the golden figure.

To claim the tax relief you must have, and declare that you have had, specific extra costs due to working from home. Yet apportioning extra costs, such as heating and electricity, is tough. Due to that, there is a flat rate of £6 a week available to you. **There are two ways to do this:**

1. Employers can pay you £6 a week extra tax-free. Employers can give you an allowance up to this amount and what they give you is free from tax, so you get it all (to give you more, it will need to make special arrangements). However, most employers will not do this (and they do not have to), so instead you can...

2. Claim tax relief on £6 a week. If your employer won't pay expenses for your extra costs due to necessary working from home, but you have them, you can ask for the amount to be deducted from your taxable income.

To make the process easy, HMRC says that for claims in line with the employers' payment (i.e. £6 a week), you won't need to justify that figure – meaning you won't need to keep receipts or prove information.

Tax relief of £6 a week equates to a gain of...

- £1.20 a week for a basic 20% rate taxpayer (£62.40 a year)
- £2.40 a week for a higher 40% rate taxpayer (£124.80 a year)
- £2.70 a week for a top 45% rate taxpayer (£140.40 a year)

What if you've more than £6/week increased costs?

If you believe you have higher costs, you can claim more, but you will need evidence of the cost increases and must be able to apportion these extra costs specifically to the fact you are working from home – a much more laborious process. This requires receipts and evidence.

If a couple work from home, can they both claim it?

The working-from-home tax relief is an individual benefit. So, if you have had an increase in costs because you are required to work from home, you can claim it. Therefore, if two or more of you live in the same property, you are all required to work from home and it is fair to say that costs have increased specifically from each individual working from home, you can all claim it.

If you do self-assessment via a form, you cannot use the online claim form – but YOU ARE STILL due the year's relief.

Those who are employed but do their tax via self-assessment each year can claim the allowance when filling in their self-assessment form:

- Online self-assessment returns: Fill in the box titled 'Other expenses and capital allowances' in the employment section.
- Paper self-assessment returns: It is included in section 20 on the full return and section 2.5 on the short form.

HMRC will apply this rebate to your tax code until further notified, so the tax is saved on an ongoing basis rather than having to be reapplied for over and over again.



Appendix 1: Sample Letter to HMRC

Please copy and paste to create your own letter and send to:
HMRC
BX9 1AS
United Kingdom

Your Address
Postcode

Date:

Dear HMRC,

I am applying for a rebate of my membership subscription to NSEAD (The National Society for Education in Art and Design).

NSEAD is on the HMRC list of Approved Professional Associations and Learned Societies (list 3) under 'Education in Art and Design National Society for'.

I have paid the membership subscriptions for the following years as identified in the table below. (*highlight as necessary*)

Type of subscription	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17
Full Trade Union member	£188	£188	£188	£187.82	£180.60	£180.60
Professional Association member	£103	£103	£103	£102.65	£97.80	£97.80
NSEAD Artist Educator	£65					
Full member – 1 st year teacher / part-time	£94	£94	£94	£93.92	£90.30	£90.30
NSEAD Associate part-time	£52	£52	£52	£51.32	£49.35	£49.35
Trainee	£30	£30	£30	£30	£29	£29

I would be grateful if HMRC could process this application so that I can receive a refund on my membership subscriptions with NSEAD.

Yours faithfully,

Your name