



Income tax relief guide for Physiotherapists, Associate members or those in related employment

The CSP are not registered to give personal tax advice. We hope that the general information contained here will help you decide if you can claim employment tax relief on any employment related items.

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Introduction

You may be able to claim tax relief if you incur out of pocket expenses for travel or other items that you must purchase to be able to perform your job, including your membership subscription to the CSP.

You can only claim relief on expenditure for your work, and which you do not use in your private life.

You **can't** claim relief on expenditure if your employer has already provided you with an alternative. If your employer has reimbursed your expenditure in full, you **can't** claim tax relief.

In order to claim tax relief on expenses, the tax legislation states the employee must be obliged to incur and pay the expense and be incurred wholly, exclusively and necessarily in the performance of those duties of the employment.

You must keep records of what you've spent, and claim within 4 years of the end of the tax year that you spent the money, so back to 6 April 2014 - plus the current year (2018/19).

The way you claim tax relief on expenses depends on the amount you are claiming for.

Please use the hyperlinks within this document where further information may be useful.

How to Claim

Claims up to £2,500

You must claim using a [Self-Assessment tax return](#) (control and click) if you are sent one.

If you do not already complete a Self-Assessment tax return, and your allowable expenses are under £2,500 for the tax year, [fill in form P87](#) online using the [HMRC online service](#).

HMRC will only accept P87 claims by post now if you are making the claim on behalf of someone else or if the claim is being made for more than 5 different jobs. The form P87 will still need to be completed on-screen via https://public-online.hmrc.gov.uk/lc/content/xfafoms/profiles/forms.html?contentRoot=repository:///Applications/PersonalTax_A/1.0/P87_20189&template=P87.xdp, once completed the form should be printed and sent to the address included on the form. Please note you are unable to save a partially completed form and return to it at a later point, therefore make sure you have all the information required prior to starting. Appendix I has a link to the postal form P87.

If you've made a successful claim in a previous tax year and your expenses are less than £1,000 (or £2,500 for [professional fees and subscriptions](#)), you may be able to [make your claim by phone](#) call no: 0300 200 3300.

Claims over £2,500

You must claim using a [Self-Assessment tax return](#).

If, as part of its normal tax administration, HMRC sends you a P810 'Tax Review' form – to check your tax code is correct – you can also fill this in to claim tax relief. For expenses over £1,000, or if you changed jobs midway through a tax year, you'll need to fill out additional forms.

Claiming for first time? You need to do it online

Fill in the P87 form by logging into HMRC's [HMRC's online service](#) your Government Gateway login details. If you do not already have a Government Gateway account you'll need to create one by clicking on the link "Don't have a Government Gateway account" on the [GOV.UK sign in page](#).

You'll need to fill in one form for each year you're claiming for. We recommend that you avoid using claim handlers or websites offering to do this for you. Most will charge a fee, when you can easily do it yourself, for free.

If you need the form in an alternative format, contact the HMRC helpline on 0300 200 3300. If you have accessibility needs please visit: <https://www.gov.uk/dealing-hmrc-additional-needs> to see what additional services HMRC offers.

You'll be asked for information on:

- Employer's name, address and PAYE reference number
- Your occupation, job title and industry sector
- Your details, including your National Insurance Number and your Employee number
- Whether you're claiming flat rate expenses (usually you will be; if not, you'll need detailed records of costs). See [flat-rate expenses allowed for different occupations](#).
- How you want to be paid - into your bank account or by cheque?

The form P87 is a catch all, and asks about other expenses you may be claiming, e.g. company car. If you don't get any of these, just click 'No' on each page of the form that doesn't apply.

Once your claim has been received and processed by HMRC, you'll be sent a letter telling you how much you're entitled to, and details on when the money will be paid. It could take HMRC up to five weeks to process your claim if made online and 6 weeks if the claim is posted.

Professional fees and subscriptions

You can [reclaim tax](#) on fees or subscriptions you pay to some [approved professional organisations](#) - but only if you must have membership to perform your role or it's helpful for your work.

You can't claim tax back on fees or subscriptions you've paid to professional organisations not approved by HM Revenue and Customs (HMRC), or for:

- life membership subscriptions
- fees or subscriptions you haven't paid for yourself, i.e. your employer has paid for them

Included on the approved list are The Chartered Society of Physiotherapy (CSP) and The Health and Care Professions Council (HCPC) plus others. See Appendix II for CSP rates.

Uniform, Shoes, Clothes

If you wear a uniform at work, and have to wash, repair or replace it yourself, you have the option of claiming a flat rate allowance for this expense or if higher the actual cost of the expenditure providing you have retained all the receipts.

To be able to claim tax relief, **ALL** of the following must apply:

- You wear a recognisable uniform that shows you've got a certain job, like a branded T-shirt, nurse or police uniform.
- Your employer requires you to wear it while you're working.
- You have to purchase, clean, repair or replace it yourself. However, you can't claim if your employer washes your kit, provides facilities to do so (even if you don't use them) or pays you for doing this maintenance.
- You paid income tax in the year you are claiming for.

You can't claim relief on the initial cost of buying work clothing.

Once you've registered for the flat rate, your tax code will change, so you'll be taxed less in the future.

The current flat rate expenses which can be claimed on the cost of cleaning, repairing and replacing protective work clothing and uniforms for healthcare nurses is £125 per annum. In addition, where it is mandatory for all nurses and midwives to wear the same colour or style and these are not provided by the employer there is an annual allowance of £12 for shoes and £6 for tights or stockings.

References to a nurse should be taken for this purpose to include nurses, speech, physiotherapists and other therapists and healthcare assistants. A full list and different flat rate expenses apply to other healthcare staff which are listed on the GOV.UK website on the following page: <https://www.gov.uk/guidance/job-expenses-for-uniforms-work-clothing-and-tools>.

The only way you can get more than the standard payments is to prove that your annual uniform costs are higher.

Equipment

You may be able to [claim tax relief](#) on the cost buying, repairing or replacing small specialist tools you need to do your job, e.g. scissors or gloves (typically items that would not last for more than two years). Please note if you are claiming the flat rate expense allowance mentioned above, the cost of small tools is included within the annual nurse allowance of £125.

If you need to buy other equipment to use in your job, you can claim [capital allowances](#) instead.

Using your own vehicle

You can't claim for travelling to where you work, unless it's a temporary place of work.

If you use your own vehicle for business, you may be able to claim 'Mileage Allowance Relief'.

To work out how much tax relief you can claim, add up your business mileage for the tax year and multiply it by the [approved mileage rates](#).

If your employer doesn't pay you a mileage allowance you can claim the full approved amount of Mileage Allowance Relief.

If your employer pays you a mileage allowance but it is less than the approved amount, you can claim Mileage Allowance Relief on the difference.

If your employer pays you more than the approved amount you'll have to pay tax on the difference.

You must keep records of the dates and mileage of your work journeys.

Travel and overnight expenses

If you have to travel for your work you may be able to [claim tax relief](#) on the cost i.e. money spent on food or overnight expenses, called 'subsistence'.

You can't claim for travelling to where you work, unless it's a temporary place of work.

Expenses you can claim tax relief on from your business journey include:

- public transport costs
- hotel accommodation if you have to stay overnight
- food and drink
- congestion charges and tolls
- parking fees
- business phone calls, fax and photocopying costs

Where these are not reimbursed or paid for by your employer. The travel and subsistence rules can be complicated for more information see [booklet 490](#).

Working at home

You may be able to [get tax back](#) for some of the bills you have to pay because you **are required** to work at home on a regular basis.

You can only claim for things to do with your work, e.g. business telephone calls or the extra cost of gas and electricity for your designated work area.

You **can't** claim for things that you use for both private and business use, eg rent or broadband access.

You don't need to provide records for claims of up to £4 per week (£18 per month). For claims over £4 per week you'll need to provide evidence of the expense incurred.

If you work at home voluntarily

If you've agreed with your employer to work at home under a '[homeworking arrangement](#)' - they may still contribute towards your expenses but don't have to.

If your employer contributes up to £4 per week (£18 per month) towards your expenses, you won't need to provide receipts.

If your employer contributes more than £4 per week you will need to be able to show what you've spent to get tax relief.

You won't have to pay tax or National Insurance contributions on the amount you get from your employer if within the above weekly limit.

If you work at home voluntarily, not because you are required to and not as part of a "homeworking arrangement" you **can't** claim tax relief on bills incurred as a result. However, if your employer has reimbursed your expenses under these circumstances the additional payments would be considered earnings and your employer should tax them accordingly.

Deadlines

Paper Returns for 2017/18 should be submitted by 31st October 2018

Online self-assessment for 2017/18 should be submitted by 31st January 2019. Ensure you have your government gateway ID way ahead of this date.

Appendix I – link for postal form P87

[Tax relief for expenses of employment - Form P87](#)

Appendix II – CSP Subscription rates for 2014-2018

CSP Subscription rates for the current and past four years		2014	2015	2016	2017	2018
		£	£	£	£	£
B and BI	Full practising member	329.64	334.68	338.04	341.40	356.76
BE and BEI	Qualified member in Higher Education	246	250.08	252.48	255	266.52
A and AI	Associates	103	104	105.24	106.32	111.12

