

How to Claim Tax Back Following a Seasonal Work Placement in UK

1. National Insurance Number

Though it isn't essential, it is advised to obtain a National Insurance (N.I.) number whilst working in UK, if you would like to claim your tax back at the end of your placement. It is easier for the government to locate your profile if they have your N.I. number.

You can only apply for the N.I. number when you are in UK. Instructions on how to do this are found on the government's website: <https://www.gov.uk/apply-national-insurance-number>
Your UK employer may help you to obtain your number, if there is a large enough group of workers who need to obtain an N.I. number at the same time, however, it is important to bear in mind that it is your responsibility to get your N.I. number, and not the your employer's.

2. UK Tax – If you think you have had too much tax deducted

In the UK tax is managed by HMRC. Neither Concordia or your employer is responsible for the amount of tax deducted from your pay.

The amount of tax deducted depends on the amount you were paid. If the total amount you were paid whilst in the UK is under £12,570 then you should be able to claim back any income tax deducted. If you believe you have had too much tax deducted, you can contact HMRC: <https://www.gov.uk/claim-tax-refund>

3. UK Tax – Claiming back tax after your placement has finished

When you have completed your placement, you may be entitled to claim back your tax, you can do this in two ways:

- **Claim online** by using Government Gateway. You will need to register your details by using this link: <https://www.access.service.gov.uk/login/signin/creds>
- **Claim by Post** by completing form P85: https://public-online.hmrc.gov.uk/lc/content/xf/forms/profiles/forms.html?contentRoot=repository://Applications/PersonalTax_A/1.0/P85_201920&template=P85.xdp

With 'Claim by post' option, you will need to complete the form online, print it, then send it by post to the address that you are shown on screen. If you need help filling in the form, please go to this link: <https://www.gov.uk/government/publications/income-tax-leaving-the-uk-getting-your-tax-right-p85/guidance-for-filling-in-this-form>

After approximately 6 weeks, a cheque will be sent to your home address in your country of origin, as you listed on the P85 form. If you are unable to bank the cheque in your home country, please contact the organisation that administered your bank account in the UK and ask for their advice. They may suggest that you post the cheque to them, along with your account details.

Please note: National Insurance (NI) contributions cannot be claimed back

4. General

Tax, earnings and N.I. are complicated matters, which your agent and Concordia are not qualified to advise you on. If you would like clarification, we would recommend that you contact the UK government, in the first instance.

For further information, you could look at the following resources:

- Just Good Work app <https://justgood.work> (Download the app and enter your 'My Work' code for Concordia **CSWS61** to get information and regular updates on the Seasonal Worker Scheme)
- Citizens Advice <https://www.citizensadvice.org.uk/>
- ACAS <https://www.acas.org.uk/>