

Tax Relief 'Working from Home'

Employer Reference: 961/0328908

You can claim retrospectively on expenses you have had. So, if you're only at home due to coronavirus, it's best to wait until you're back at work, then make the whole claim at once. Your tax code will likely be adjusted so you pay less tax over the year, as opposed to you getting a direct refund.

Government Gateway User ID

To allow a claim to be made online you will require a Government Gateway User ID, if you don't already have one, you can create one by clicking on the link below, before you start please make sure you have your National Insurance Number and your latest P60, this should take about 10 minutes;

<https://www.gov.uk/personal-tax-account>

Check if you are entitled to Claim

Check if you can claim the 'Working from Home' allowance by clicking on the link below;

<https://www.gov.uk/tax-relief-for-employees/working-at-home>

1. Under the Working at Home information click on 'Check if you can Claim'
2. Answer the questions that appear on the screen
3. When asked which expenses you wish to claim click in the box for Working from Home
4. You will then be told if you are eligible to claim

In the box 'Has your employer paid back all your work-related expenses' click on 'No'

If you are eligible please click on 'Claim your expenses Online' and ensure that you have the total amount of expenses that you wish to claim (£6.00 per week)

1. Click on 'Claim using the online Service'
2. Enter your Government Gateway user ID and Password
3. Click on 'Start Now'