**Claim tax relief on your annual membership fee payable to the Mineralogical Society (for UK taxpayers only)**

*Review the notes on pages 2–3 of this document before completing the form.*

Surname: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax reference (if known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of current employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CLAIM**

I claim tax relief on the full cost of my annual membership fee to the Mineralogical Society.

Please amend my PAYE code to allow for this relief.

Tax year: (e.g. 2025)

Fee paid:

**DECLARATION**

I confirm that to the best of my knowledge and belief

* the details given above are correct and complete
* of the Mineralogical Society is relevant to my employment
* I will inform HM Revenue and Customs immediately if I am no longer entitled to tax relief for the costs of my annual membership fee.
* I have not already claimed this relief previously
* I am a UK taxpayer and pay the fee from my net (after tax) earnings

**Signed Date**

**------------------------------------------------------------------------------------------ ------------------------------------**

**NOTES**

The Mineralogical Society is a body recognised by HM Revenue and Customs. If you pay an annual

membership fee to the Mineralogical Society from your earnings, you are a UK taxpayer, and you meet the conditions set out in the declaration below, then you may be eligible for tax relief. You may use this form to supply the required details to the tax office. When you have completed and signed it, send the form to your tax office. (**Do not send the form to the Mineralogical Society)**. Your employer should be able to tell you the address of your tax office if you do not know it.

**Claiming tax relief on Fellowship fees**

This note explains how tax relief may be claimed on the cost of eligible membership fees. It sets out

the general principles only and does not constitute financial advice. If you are at all uncertain about

any aspect covered by this document then you should seek guidance from an accountant or financial

adviser.

**Am I eligible for tax relief?**

• Tax relief may be provided against the fees payable to an eligible body by a UK taxpayer in relevant

employment.

• You must pay the fees concerned out of your own pocket (including Direct Debit payments and those

made by salary deduction after tax through your employer).

• You cannot claim tax relief if someone else pays the subscription on your behalf.

**What is relevant employment?**

Relevant employment is any employment related to membership of the eligible body concerned, in this

case Earth Sciences/mineralogy (*sensu lato*). It can include full-time, part-time and consultancy work. You do not have to be an earth scientist/mineralogist *per se* but Society membership must be relevant to the work that you do.

**How is tax relief claimed?**

If you are eligible and in relevant employment, then you should notify your tax office of the fees paid. You

may do this by letter or when completing a tax return. You may also do so by completing this form

.

**For which Membership fees may I claim tax relief?**

If relevant to your employment, you may claim tax relief on your

annual membership fee to the organization concerned.

**To whom does this form apply?**

This form is for any Society member in employment who wishes to claim tax relief on membership/fellowship fees paid to the Mineralogical Society. Do not use this form if you have already written to your tax office or included details within a Self-Assessment form with the intention of claiming relief. Do not use this form if you have already claimed tax relief for membership fees. If you need to notify the tax office of any changes then write to them directly.

**Where do I find my National Insurance Number?**

Your National Insurance Number should be quoted on your payslip, form P60, any letter from the Tax

Office or the Department for Work and Pensions.

**Where do I send my claim?**

Send any claim, whether using this form or other means, directly to your tax office. The address and your

tax reference should be shown on any letter from them. If you cannot find the address or your tax

reference then your employer’s payroll department should be able to help you.

**How will I receive any relief to which I am entitled?**

If you are entitled to tax relief, it will normally be received through an adjustment to your tax code.

**How much relief will I get?**

The tax office will calculate your entitlement to tax relief based upon the information provided. Relief is

potentially available on the value of the fees paid at the highest rate of tax that you currently pay (i.e.

20%, 40% or 45%). It may be subject, however, to restrictions. If you do not understand or disagree with

how the tax office has calculated your relief then you should seek an explanation directly from them.