

# Access to Work

## Claim for one-off costs

Department for  
Work and Pensions

Please complete Parts 1 to 5 then send this form to the address at Part 6.

### Part 1 Applicant details

**Title**      Mr     Mrs     Miss     Ms     Other

**Surname**       **Other names**

**AtW ref number**       **Email address**

### Part 2 Employer details

**Company name**

**Contact name**

**Telephone number**

**Company address**

### Part 3 Payment details

Please give us your bank or building society account details.

**Bank or building society name**

**Bank or building society address**

**Account name**

**Account number**

**Sort code**

**Building society roll number**

## Part 4 Claim details

Please give a brief description of:

- equipment bought and the date delivered, or
- changes made to your premises or equipment and the date they were completed.

**Please attach original receipts or invoices. If you do not have the originals, please attach certified copies.**

Receipts must show as a minimum: the amount paid, the person or company who supplied the equipment, the date the equipment was bought, and a description of the equipment bought.

Description	Date

## Part 5 Declaration

- I have purchased the equipment or adaptations detailed in Part 4 at a total cost of
- I understand that if I knowingly give information that is incorrect or incomplete I may be liable to prosecution or other action. Claims may be subject to validation and information may be checked with other sources including employers, suppliers and providers.
- I have read the Access to Work 'Information for Employers' and agree to its terms.
- No part of this claim has been included in any previous claim.
- I understand that Access to Work will not accept claims for reimbursement that are made more than six months after costs were incurred.
- I claim reimbursement of the portion of my costs agreed with Access to Work.

Signature

Position

Name

Company  
address

Date

## Part 6 Return details

When you have filled in this form send it to