

Important – if this is your first claim, or your payment details have changed since your last claim, please ask for a ‘New or amended details’ form.

Title Mr Mrs Miss Ms Other

Surname		Other names	
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AtW ref number		Email address	
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Details of journeys at work during the period:

From

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 to

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[illegible]

If you need to tell us about more journeys, please ask for another claim form.

Total cost of taxis	£	Total mileage	
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Total amount paid by you in this period £

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

Your contribution	£
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Public transport cost or standard mileage rate agreed with your Access to Work adviser.

Employer contributions	£
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Employer mileage rate contribution or employer car allowance.

Amount claimed from Access to Work £

Deduct all contributions from the total amount paid.

Part 3 Employer's declaration

I certify that the person named in Part 1 of this form has been at work for all of the dates shown in Part 2.

Signature

Position

**Company
address**

Name

Date

Part 4 Customer declaration

- I have travelled during work using the method agreed with Access to Work on the dates shown in Part 2 of this form.
- I want the payment to be made to
- 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 Customers' 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

Name

Date

Part 5 Return details

When you have filled in this form send it to

Jobcentre Plus
Access to Work Operational Support Unit
Anniesland Jobcentre
Mail Handling Site A
Wolverhampton
WV98 1DB