

The National Art Library  
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UK & Ireland  
 Art Libraries Society

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## Claiming Tax Relief on your ARLIS/UK & Ireland Subscription

Optional declaration if you don't usually receive a form from your tax office.

If you're a UK taxpayer, you can claim the tax back on your ARLIS subscription payment.

Under Section 201 of the Income and Corporation Taxes Act 1988, subscriptions paid to ARLIS are eligible for tax relief as a Deduction for Fees and Subscriptions Paid to Professional Bodies or Learned Societies.

If you receive a tax form each year, then you should declare your ARLIS subscription as a tax-deductible expense. If you don't usually get a tax form, then you can use this form to tell your tax office you want to claim.

It is also possible to backdate your claim for up to six years. If you would like us to tell you how much you have paid in subscriptions in earlier years, please email the ARLIS Business Manager [arlis@vam.ac.uk](mailto:arlis@vam.ac.uk)

Overseas members and any members paying at the Student or Unwaged rates are not eligible for tax relief.

To claim your tax relief, please fill in the details below and return this form to your Tax Office (not to ARLIS). Your employer will give you the address of your tax office if you don't know it already.

Claim form reference: (to be completed by tax office)		<input style="width: 100%;" type="text"/>
National Insurance Number:	<input style="width: 100%;" type="text"/>	Payroll Number: <input style="width: 100%;" type="text"/>
Claim for the deduction year ending 5 April (insert year): <input style="width: 100%;" type="text"/>		
Surname: <input style="width: 100%;" type="text"/>		
First name: <input style="width: 100%;" type="text"/>		
Home address: <input style="width: 100%;" type="text"/>		
		Postcode: <input style="width: 100%;" type="text"/>
Nature of employment: <input style="width: 100%;" type="text"/>		
Name of employer: <input style="width: 100%;" type="text"/>		
Employer's address: <input style="width: 100%;" type="text"/>		
		Postcode: <input style="width: 100%;" type="text"/>
My subscription to ARLIS/ UK and Ireland for the tax year stated above was:		£ <input style="width: 100%;" type="text"/>
I would also like to claim for the following earlier year(s):		
Year ending 5 April	<input style="width: 100%;" type="text"/>	(insert year) Amount of ARLIS subscription: £ <input style="width: 100%;" type="text"/>
Year ending 5 April	<input style="width: 100%;" type="text"/>	(insert year) Amount of ARLIS subscription: £ <input style="width: 100%;" type="text"/>
Year ending 5 April	<input style="width: 100%;" type="text"/>	(insert year) Amount of ARLIS subscription: £ <input style="width: 100%;" type="text"/>
Year ending 5 April	<input style="width: 100%;" type="text"/>	(insert year) Amount of ARLIS subscription: £ <input style="width: 100%;" type="text"/>
Year ending 5 April	<input style="width: 100%;" type="text"/>	(insert year) Amount of ARLIS subscription: £ <input style="width: 100%;" type="text"/>
I declare that the information given above is correct to the best of my knowledge and belief, that I pay each amount out of my earnings, and that I have not made any other tax claim in respect of these payments.		
Date:            /            /	Signature: <input style="width: 100%;" type="text"/>	