



Many of us have been affected in various forms by COVID-19; one of which being our regular workplace having to change to our own home.

With this change, you may have seen an increase in personal running costs, especially as we head into the winter months. Providing that working from home was compulsory, you can claim one of two amounts against employment earnings, resulting in tax relief at the highest rate paid in the year.

You can either claim tax relief on:

- £6 a week from 6 April 2020 (for previous tax years the rate is £4 a week) - you will not need to keep evidence of your extra costs
- the exact amount of extra costs you've incurred above the weekly amount - you'll need evidence such as receipts, bills or contracts

The extra costs as mentioned in the second point are as follows: heating, metered water bills, home contents insurance, business calls or a new broadband connection. They do not include costs that would stay the same whether you were working at home or in your normal workplace, such as mortgage interest, rent or council tax.

You may also be entitled to claim tax relief on any equipment purchased in order to accommodate working from home e.g. laptops, computers, desks, chairs, phones etc.

If we complete your tax return, we would require evidence to support the claims, being bills before and after working from home and purchase invoices detailing any equipment purchased to work from home.

If your employer contributes any money towards the equipment, we would need to be aware of this and reduce the claim accordingly.

I don't normally complete a tax return – how can I claim?

If you don't currently complete a tax return, you can follow the "Check if you can claim" button on the link: <https://www.gov.uk/tax-relief-for-employees/working-at-home> . You will be asked a series of questions before taking you to your government gateway. Login/register and complete the security/further questions. You will then be asked if you are making an exact claim for extra costs, in which case you will need to provide physical evidence. Otherwise you can claim HMRC's standard allowance and it will be applied to your tax code, receiving the relief at source.

You can contact us on: 01604 678470 / 01933 312950

