

Internal  
Use

B&CE Reference \_\_\_\_\_

Visit Date \_\_\_\_\_

Account Manager \_\_\_\_\_

Engagement Form \_\_\_\_\_



# Employee Tax Refund Scheme Application Form

## COMPANY DETAILS

Full Company Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Tel No \_\_\_\_\_ Fax No \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Nature of business \_\_\_\_\_ No of employees \_\_\_\_\_

Primary contact

Name \_\_\_\_\_ Job title \_\_\_\_\_

Tel No \_\_\_\_\_ Email \_\_\_\_\_

Number of PAYE employees \_\_\_\_\_

Number of eligible employees \_\_\_\_\_

Number of CIS/Sub contractors \_\_\_\_\_

## Engagement Options

- Fully – Employer provides Pay, Tax, Non Taxable Expenses and Site History information for all eligible employees. Employer agrees to a mailshot, RIFT will supply the employer with a flyer to be sent with their employees' payslips.
- Partially – Employer provides the following information – Pay, Tax and Non taxable expenses. Employer agrees to a mailshot, RIFT will supply the employer with a flyer to be sent with their employees' payslips.
- Endorsement Only – Employer agrees to a mailshot, RIFT will supply the employer with a flyer to be sent with their employees' payslips.

A discounted fee of 25% plus VAT will be charged to the employee for the tax rebates service whose employer is fully or partially engaged. As an example, for a tax rebate of £3,000 a fee of £900 would be charged. For a tax rebate of £900 a fee of £270 would be charged. Those employers operating under endorsement only their employees will be charged a fee of 28% plus VAT for the tax rebate service. For a tax rebate of £3,000 a fee of £1,008 would be charged and a tax rebate of £900 a fee of £302.40.

## Declaration (Must be signed on behalf of the company by the primary contact.)

I confirm that we will offer the RIFT service to our employees via the engagement option stated above and will provide the required support to promote the service for the chosen engagement level. I agree to the company details and my contact details being passed to RIFT.

I understand no employee information will be sent to RIFT unless authorisation has been given by the employee.

Name \_\_\_\_\_ Job title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_