**Reclaiming Tax**

If you earn less than your Personal Allowance throughout the tax year and have paid some tax, you can claim a refund.

**PAYE (Pay As You Earn) and Tax Codes**

Your tax code is issued by Her Majesty’s Revenue and Customs (HMRC) and based on information HMRC have about your income and entitlement to allowances. You'll find it on your PAYE Coding Notice. This is usually sent to you before the start of the tax year. It may also be sent to you at other times if something has changed.

Not everyone gets a Coding Notice, but the code can also be found on your P45 or your payslip. It tells your employer what your tax-free allowances are and how much tax to deduct from your wages before you get paid. This way of paying tax is called PAYE.

If you have several jobs or you work and get a pension you may have more than one tax code. It's important to know what your tax code means so that you can check that you are paying the right amount of tax.

Check you are owed a refund:

Use <http://stccalculator.hmrc.gov.uk/UserDetails.aspx>

**How to Reclaim PAYE Overpayments**

## Phone

* Telephone: 0300 200 3300
* Textphone: 0300 200 3319
* Outside UK: +44 135 535 9022

#### Opening times:

8am to 8pm, Monday to Friday
8am to 4pm Saturday

Closed Sundays and bank holidays

#### Best time to call:

Phone lines are less busy before 10am, Monday to Friday

Please have your National Insurance number with you when you phone.

### Write to HMRC: Pay As You Earn

HM Revenue and Customs BX9 1AS United Kingdom