**JICMAIL LEVY**

**CAP REFUND CLAIM FORM**

The purpose of this standard form is for you to claim the refund of the JICMAIL Levy amounts paid by you in-excess of the current £5,000 Cap. To enable JICMAIL to process this claim we will require the information from you setting out the details of the JICMAIL Levy amounts that you have paid, through invoices from your agent which may be your Mailing House (printer), Marketing Agency or Postal Carrier/Operator.

We will also require a signed Authorisation letter for each agent - instructing your agent to provide JICMAIL with your appropriate billing information so that we can validate your claim.

Please contact Tara on [tara@jicmail.org.uk](mailto:tara@jicmail.org.uk) to find out more.

Please read the GUIDANCE NOTES below before completing this form.

|  |  |
| --- | --- |
|  |  |
| Company Name |  |
| Company Address |  |
| Company House Registration Number |  |
| Name of Agent(s) i.e. Postal Provider: Mailing House/ Marketing Agency/ Postal Carrier(s)  1.  2.  3. |  |
| Address of Agent(s)  1.  2.  3. |  |
| Your Account Number / Code provided by your Agent - Mailing House/ Marketing Agency/ Postal Carrier(s)  1.  2.  3. |  |
| Agents’ Contact Details  1.  2.  3. |  |
| Calendar year for which this claim is being made |  |
| Total JICMAIL Levy paid per schedule (see below) | **£**xxxxx |
| Less Cap | **£5,000** |
| Cap Claim | **£** |
| To enable us to make a repayment of the JICMAIL Levy you must attach a schedule with the following information:  Levy period covered  Invoice Date  Invoice Number  Mail Levy Amount  Date Paid |  |
| Your bank details:  (required for any repayment) |  |
| Bank name |  |
| Sort code |  |
| Account number |  |
| Signed by:  (Customer board director - senior or responsible officer) |  |
| Name |  |
| Position |  |
| Authorising Signature |  |
| Date |  |

**NEXT STEPS:**

Send this form to JICMAIL, Treasurer, 70 Margaret Street, London W1W 8SS – or email to tara@jicmail.org.uk

Together with:

* Agent Authorisation letter(s) (your instruction to your agents empowering them to provide billing data to JICMAIL for verification purposes).
* If available, please send copies of invoices as detailed in Point 7 below.

Providing we can validate the data in the schedule we will refund the JICMAIL Levy you have paid in-excess of the Cap and settle your claim within 90 days of the date that we receive your claim.

**GUIDANCE NOTES**

1. The JICMAIL Levy is collected on a calendar year basis.
2. The Cap refund claim only applies to one calendar year.
3. You can make a Cap refund claim up to three months after the end of the calendar year.
4. We rely on the support of your agents such as mailing agent / marketing agency or postal carriers to record your Cap refund claim and validate JICMAIL Levy amounts claimed.
5. We cannot process your claim without an Agent Authorisation letter.
6. An Agent Authorisation Letter is required for each mailing agent / marketing agency or postal carrier responsible for the distribution for your mailing (whom you receive invoices from) so that we can validate your claim with your supplier who invoiced you the charge.
7. You may purchase your mail services directly with Royal Mail, through a mailing agent (printer), marketing agency or postal carrier which includes, for example, the Royal Mail Wholesale operators who hold an Access Letters Contract (Contract) with Royal Mail Group Limited and other intermediaries also receiving Royal Mail invoices across the advertising mail Retail, Wholesale and Door drop channels. To validate your claim please kindly send us copies of your invoices from your relevant agent so that we can work with your supplier to validate your claim.
8. The JICMAIL Levy is outside the scope of VAT and should not be included in your claim.
9. Response timelines are for guidance only and are not guaranteed.
10. Generally, whilst we recognise that there will need to be some time to adjust existing delivery systems across the supply chain, we support and encourage industry best practice standards and as such we encourage all agents to:
    1. Specify the specific levy cost on all plans/proposals and detail as a VAT exempt item on invoices.
    2. Monitor levy contributions for their Originating Customers as appropriate.
    3. Notify JICMAIL when the Originating Customer is likely to exceed the Cap

**LEGAL NOTE**

There is no legal relationship or contract between you and JICMAIL.

There is no supply of data or service to you by JICMAIL through the operation of the Mail Levy.

JICMAIL accepts no liability to you and does not make any warranty to you under this Cap reclaim process.

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JICMAIL Ltd, DMA House, 70 Margaret Street, London W1W 8SS

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