**JICMAIL LEVY**

**CAP REFUND CLAIM FORM**

**For Advertising Mail through Wholesale Distribution**

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 please complete the form and we will liaise with your postal carrier to confirm the amount.

Please note: we also require a signed Mailing Agent Authorisation Form instructing your postal carrier to provide JICMAIL with your appropriate billing information so that we can validate your claim. This is a separate form also available on the JICMAIL website.

|  |  |
| --- | --- |
|  |  |
| Company Name |  |
| Company Address |  |
| Company House Registration Number |  |
| Name of Postal / Access Carrier(s) |  |
| Contact and Address of Postal/Access Carrier(s) |  |
| The relevant UCIDs\* used for mail between 1st January 2023 – 31st Dec 2023 that carried the JICMAIL Levy | *This will be confirmed later, once JICMAIL has processed the claim liaising with your Postal/Access Carrier*  |
| Total JICMAIL Levy paid per schedule  | *This will be confirmed later, once JICMAIL has processed the claim liaising with your Postal/Access carrier* |
| Less Cap | **£5,000** |
| Cap Claim | *This will be confirmed later, once JICMAIL has processed the claim liaising with your postal/access carrier and verified the payment due* |
| Research option(required where Cap claim funds to be used as credit for research and support options\*\*) | Yes/No |
| Your bank details: (required for any repayment) | Yes/No |
| Bank name |  |
| Sort code |  |
| Account number |  |
| Signed by:(Customer board director - senior or responsible officer) | *Please sign*  |
| Name |  |
| Position |  |
| Date |  |

**\***Your UCID is the unique, identifying number assigned by an Access Operator for your mailings. You are likely to have multiple UCIDs if you post from more than one site and/or post under more than one postage account.

\*\* JICMAIL Credit options include creative testing, in-depth research and bespoke analysis.

**NEXT STEPS:**

Email this form to tara@jicmail.org.uk

Together with:

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

Providing we can validate the data in the schedule JICMAIL will settle your claim within 90 days of the date that the claim is received.

**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. Cap Refund Claims can be submitted 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 / Access Carriers to record your payments and validate JICMAIL Levy amounts claimed.
5. We cannot process your claim without the JICMAIL Mailing Agent Authorisation Form. This is located on the JICMAIL website.
6. A JICMAIL Mailing Agent Authorisation Form is required for each Postal/ Access Carrier responsible for the distribution of your mailing (whom you receive invoices from) so that we can validate your claim with the 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 / Access 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. As available, please email 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.

**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 JICMAIL Levy.

JICMAIL accepts no liability to you and does not make any warranty to you under this opt-out process.

**Version1 – 30th November 2023**