



HM Revenue
& Customs

Local Compliance (I & PB)
Government Departments Team
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Date 22 March 2012
Our Ref 940/HF371(2)/MSG/2S
Your Ref 940/FA41758

Dear [REDACTED]

Please find enclosed tailored dispensations for IPSA in respect of the costs of listed items paid or reimbursed to Members of Parliament (MPs) from within the following budgets:

- **Office Costs Expenditure (OCE)** payments made or reimbursed by IPSA to MPs for expenditure incurred wholly, exclusively and necessarily in Parliamentary duties
- **Office Costs Expenditure (OCE)** payments made or reimbursed by IPSA to MPs for payments or reimbursements made by MPs for expenditure incurred wholly, exclusively and necessarily in Parliamentary duties to their staff.
- **Winding-Up expenditure** payments made or reimbursed by IPSA to MPs, allowed on the basis that this expenditure is incurred wholly, exclusively and necessarily either to allow the Member to complete their Parliamentary duties, or in order to fulfill unconditional obligations which started before they ceased to be a Member.

The above are restricted to such payments made or reimbursed by IPSA in accordance with the guidance at Chapters 6 and 8 (B) respectively of "The MPs' Expenses Scheme : Third Edition", dated April 2011.

I have also enclosed an updated dispensation in respect of :

- **Staffing expenditure payments made by IPSA on behalf of MPs** – the actual costs of business related staffing expenditure paid or reimbursed by IPSA (including staff contingency payments).

Information is available in large print, audio tape and Braille formats.
Type Talk service prefix number – 18001

[REDACTED] Business Unit Head

This dispensation is restricted to such payments made or reimbursed by IPSA in accordance with the guidance at Chapter 7 of "The MPs' Expenses Scheme : Third Edition", dated April 2011.

All the enclosed dispensations apply only to the expenses payments set out as above, in the circumstances outlined. If the circumstances in which the expenses payments are made change, or there is any change in IPSA's policy document or claims checking procedures, the dispensations will need to be reviewed. It is therefore important that IPSA advise me immediately should its guidance for MPs be revised, systems for controlling expenses payments and benefits be altered, or any changes take place in the amounts and nature of the expenses payments and benefits which may affect their liability.

Please feel free to contact me if you need any help with the above.

Yours sincerely,

A black rectangular box redacting the signature of the sender.

Employer Liaison Team (Government Departments)

Employer: INDEPENDENT PARLIAMENTARY STANDARDS AUTHORITY (IPSA)
Reference: 940 / HF371 / MSG / 2S

**DISPENSATION FOR CERTAIN EXPENSES PAYMENTS AND BENEFITS
NOTIFICATION UNDER SECTION 65 ITEPA 2003**

This dispensation applies to the expenses payments, benefits and facilities, which are set out below. For the purpose of this dispensation these matters are referred to collectively as 'expenses payments and benefits'. It means you will not have to report these expenses payments and benefits at the end of the year on forms P11D or P9D. It revokes from the date of this dispensation any previous dispensation covering expenses payments or benefits of a similar nature.

I am giving you this dispensation because I am satisfied, on the basis of what you have told me, that no additional tax would be payable on these expenses payments and benefits. I am authorised to do this by Section 65 and Section 96 of the Income Tax (Earnings and Pensions) Act 2003.

The dispensation applies only to the expenses payments and benefits, set out below, in the circumstances there set out. If the expenses payments or benefits are paid or provided in circumstances which give rise to additional tax, this dispensation will need to be revoked. Where necessary the revocation may apply to expenses payments and benefits already provided. In that case additional tax will be due. So it is important that you let me know if you alter your system for controlling expenses payments and benefits, or increase their amounts, or change their nature or make any other changes which may affect their taxability.

Payments and benefits that are in any way different, or are provided in circumstances that differ, from those set out below will not be covered by this dispensation and should be reported in the normal way.


HMRC Officer

Date : 22 March 2012

Members of Parliament (MPs)

With effect from April 2011

Nature of payments or benefits provided:

Office Costs Expenditure (OCE) payments made or reimbursed by IPSA to MPs for expenditure incurred wholly, exclusively and necessarily in Parliamentary duties covering the items listed below (excluding payments or reimbursements made for any private use).

Advertising of meetings or Surgeries

Business Rates

All the above items are restricted to such payments made or reimbursed by IPSA out of OCE budgets in accordance with the guidance at Chapter 6 of "The MPs' Expenses Scheme : Third Edition", dated April 2011.

Employer: INDEPENDENT PARLIAMENTARY STANDARDS AUTHORITY (IPSA)
Reference: 940 / HF371 / MSG / 2S

**DISPENSATION FOR CERTAIN EXPENSES PAYMENTS AND BENEFITS
NOTIFICATION UNDER SECTION 65 ITEPA 2003**

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I am giving you this dispensation because I am satisfied, on the basis of what you have told me, that no additional tax would be payable on these expenses payments and benefits. I am authorised to do this by Section 65 and Section 96 of the Income Tax (Earnings and Pensions) Act 2003.

The dispensation applies only to the expenses payments and benefits, set out below, in the circumstances there set out. If the expenses payments or benefits are paid or provided in circumstances which give rise to additional tax, this dispensation will need to be revoked. Where necessary the revocation may apply to expenses payments and benefits already provided. In that case additional tax will be due. So it is important that you let me know if you alter your system for controlling expenses payments and benefits, or increase their amounts, or change their nature or make any other changes which may affect their taxability.

Payments and benefits that are in any way different, or are provided in circumstances that differ, from those set out below will not be covered by this dispensation and should be reported in the normal way.


HMRC Officer

Date : 22 March 2012

Members of Parliament (MPs)

With effect from April 2011

Nature of payments or benefits provided:

Office Costs Expenditure (OCE) payments made or reimbursed by IPSA to MPs for payments or reimbursements made by MPs for such necessary expenditure to their staff.

Actual costs of business related OCE paid or reimbursed by IPSA to MPs, which cover payments or reimbursements made by MPs to their staff for such genuine business expenditure incurred wholly, exclusively and necessarily in Parliamentary duties covering the items listed below (excluding payments or reimbursements made for any private use).

Removal Costs (if location of Member's office moves during Parliament)

Waste Disposal

The above is restricted to such payments made or reimbursed by IPS out of OCE budgets for payments or reimbursements by MPs to staff in accordance with the guidance at Chapter 6 of "The MPs' Expenses Scheme : Third Edition", dated April 2011.



Employer: INDEPENDENT PARLIAMENTARY STANDARDS AUTHORITY (IPSA)

Reference: 940 / HF371 / MSG / 2S

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I am giving you this dispensation because I am satisfied, on the basis of what you have told me, that no additional tax would be payable on these expenses payments and benefits. I am authorised to do this by Section 65 and Section 96 of the Income Tax (Earnings and Pensions) Act 2003.

The dispensation applies only to the expenses payments and benefits, set out below, in the circumstances there set out. If the expenses payments or benefits are paid or provided in circumstances which give rise to additional tax, this dispensation will need to be revoked. Where necessary the revocation may apply to expenses payments and benefits already provided. In that case additional tax will be due. So it is important that you let me know if you alter your system for controlling expenses payments and benefits, or increase their amounts, or change their nature or make any other changes which may affect their taxability.

Payments and benefits that are in any way different, or are provided in circumstances that differ, from those set out below will not be covered by this dispensation and should be reported in the normal way.



HMRC Officer

Date : 22 March 2012

Members of Parliament (MPs)

With effect from April 2011

Nature of payments or benefits provided:

Winding-up payments made or reimbursed by IPSA to MPs, allowed on the basis that this expenditure is incurred wholly, exclusively and necessarily either to allow the member to complete their Parliamentary duties, or in order to fulfill unconditional obligations which started before they ceased to be a Member. Covering the items listed below (excluding payments or reimbursements made for any private use).

Routine and "One-Off" Staff Costs

Rent

Business Rates

Office Redecorating

Contents Insurance

Gas

Electricity

Other Fuel

Water

Hire of Equipment

Making Good Dilapidations

Postage

Stationery

Telephone

Removal of items from Office

Home Removal Costs for Funded Home under Accommodation Expenses

Shredding of confidential material and disk clean up etc.

All the above items restricted to such payments made or reimbursed by IPSA for genuine winding-up expenditure in accordance with the guidance at Chapter 8 (B) of “The MPs’ Expenses Scheme:Third Edition”, dated April 2011.

Employer: INDEPENDENT PARLIAMENTARY STANDARDS AUTHORITY (IPSA)

Reference: 940 / HF371 / MSG / 2S

**DISPENSATION FOR CERTAIN EXPENSES PAYMENTS AND BENEFITS
NOTIFICATION UNDER SECTION 65 ITEPA 2003**

This dispensation applies to the expenses payments, benefits and facilities, which are set out below. For the purpose of this dispensation these matters are referred to collectively as 'expenses payments and benefits'. It means you will not have to report these expenses payments and benefits at the end of the year on forms P11D or P9D. It revokes from the date of this dispensation any previous dispensation covering expenses payments or benefits of a similar nature.

I am giving you this dispensation because I am satisfied, on the basis of what you have told me, that no additional tax would be payable on these expenses payments and benefits. I am authorised to do this by Section 65 and Section 96 of the Income Tax (Earnings and Pensions) Act 2003.

The dispensation applies only to the expenses payments and benefits, set out below, in the circumstances there set out. If the expenses payments or benefits are paid or provided in circumstances which give rise to additional tax, this dispensation will need to be revoked. Where necessary the revocation may apply to expenses payments and benefits already provided. In that case additional tax will be due. So it is important that you let me know if you alter your system for controlling expenses payments and benefits, or increase their amounts, or change their nature or make any other changes which may affect their taxability.

Payments and benefits that are in any way different, or are provided in circumstances that differ, from those set out below will not be covered by this dispensation and should be reported in the normal way.



HMRC Officer

Date : 22 March 2012

Members of Parliament (MPs)

With effect from April 2011

Nature of payments or benefits provided:

Staffing expenditure payments made by IPSA on behalf of MPs

Actual costs of business related staffing expenditure paid or reimbursed by IPSA (including staff contingency payments).

The above is restricted to such payments made or reimbursed by IPSA in accordance with the guidance at Chapter 7 of "The MPs' Expenses Scheme: Third Edition", dated April 2011.

