

**This bulletin contains information on:**

**For action**

- [Re-elected MPs new payment cards](#)
- [European Referendum guidance](#)

**For information**

- [IPSA's Annual Survey of MPs and their staff](#)
- [HMRC](#)
- [New financial year](#)

**For action:**

**New payment cards**

If your IPSA payment card is **due to expire at the end of May 2016**, a replacement card will be available for collection **by the MP only** (or staff supported by a signed letter of authorisation from the MP) from us during our drop-in surgeries at Westminster on:

- Wednesday 20 April 15.00 – 16.00, Westminster Hall Room W3
- Wednesday 27 April 15.00 – 16.00, Westminster Hall Room W4

If you do not collect your payment card by 27 April, we will post these to your House of Commons office.

Details of all of our training courses and drop-in sessions are available on our website in the '[Training and Advice](#)' section in IPSA for MPs.

**European Referendum Guidance**

IPSA has produced guidance for MPs on claiming for costs and expenses relating to the EU referendum. This guidance is attached and available on our [website](#).

Please make sure that you read this in full before submitting any claims.

**For information:**

**Annual Survey of MPs and their staff**

We published IPSA's Annual Survey of MPs and their staff last week. You can read this report in full [online](#).

**HMRC tax return**

HMRC have made us aware that if you need a copy of your tax return then you can obtain a copy by logging on to your digital Personal Tax Account if you filed your **return on-line** (and are eligible to register for digital services). If you submitted a **paper return**, ring HMRC, Public Department 1 on 03000 581588 or 03000 581589 between 8.30am to 5pm Monday to Friday.

**New financial year**

We are now in the new 2016-17 financial year. Having passed the 15 April year-end deadline, all claims you submit now will come out of your 2016 -17 budgets, as per our [year-end guidance](#) (unless you submitted the [MP Goods and Services 2015-16](#) form)

As normal, you still have the 90 days to submit a claim, including those up until 31 March 2016. These will be deducted from your 2016-17 budget.

**IPSA Contact Details**

**Phone:** IPSA Information Line: 020 7811 6400 (Open daily from 10am-5pm)

**Email:** [info@theipsa.org.uk](mailto:info@theipsa.org.uk)

**Post:** IPSA, 4<sup>th</sup> floor, 30 Millbank, London, SW1P 4DU

**Website:** [www.parliamentarystandards.org.uk](http://www.parliamentarystandards.org.uk)