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**Extended Information Line opening hours**

Starting next week on Monday 30<sup>th</sup> June, we are extending the opening hours of our telephone Information Line. The Information Line will be open daily from 10am to 5pm. The number remains the same: 020 7811 6400.

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**P11D form**

As usual, in July we will email you a P11D for your annual expenditure. It is very important that you keep this document because you will need it to complete your 2013-14 tax return. Where necessary, we will also send P11Ds to your staff.

The e-mail will also include details about what action to take next. If you have not received yours by Monday 7th July, please contact us.

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**Scottish Independence Referendum**

Please remember that IPSA-funded facilities, supplies and staff time should not be used on campaigning in the Scottish Independence Referendum. As ever, you should only claim for unavoidable costs that are incurred wholly, exclusively and necessarily in the course of your parliamentary duties. You are allowed to use your IPSA-funded website to make a statement about the Scottish Independence Referendum if you wish to do so. However, claims for websites which contain any party political statements or other material which could be construed as campaign material will continue to be prohibited.

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**IPSA Contact Details**

**Phone:** IPSA Information Line: 020 7811 6400 (Open daily from 10am-5pm from Monday 30<sup>th</sup> June)

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

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

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