

Important dates

9 June – 8 August 2017	The Winding-Up period. Please note that direct rental payments will be stopped immediately and that copies of all notice letters and leaver forms for staff members should be submitted to IPSA.
9 June - 28 February 2018	Loss of Office Payment (LOOP) declarations (if applicable) are required by 13 of the month to be processed in that month's payroll.
20 July 2017	The payment card and Trainline account will be deactivated unless you request access to them.
6 September 2017	Last day to submit a claim from the 17/18 budgets.
6 November 2017	Last day to submit a claim from the Winding-Up Budget.
February 2018	Deadline to request LOOP. No payments will be approved after February 2018.

You can contact us on the below number at the following times:

From 12 June – Monday to Friday - 9am to 6pm

From 10 July onwards – Monday to Friday – 10am to 5pm

IPSA Information Line: (020) 7811 6400

Email: info@theipsa.org.uk

Leaving Parliament

What you need to do and
how we will support you

This is not a comprehensive statement of the rules and has no status other than an explanatory one. Full details can be found in the current edition of The Scheme of MPs' Business Costs and Expenses ('the Scheme').

This leaflet is for MPs who were not returned at the 2017 General Election. We understand that this can be a difficult time and we will support you to wind-up your Parliamentary affairs. This booklet provides an overview of what you'll need to do and when.

Next steps

You are responsible for winding-up your office, all contractual liabilities including leases, any other financial arrangements which you have undertaken whilst an MP, and for your staff. You have two months to conclude the winding-up process.

To wind-up your affairs you will need to:

- Make staff redundant: You will need to decide when you will make staff redundant and plan notice accordingly. (Members' HR Advice Service in the House can advise you; you can call them on (020) 7219 2080.) Staff will continue to be paid until you make them redundant, but they cannot be paid past 8 August.
- Conclude all leases and contracts: This includes giving notice to the landlords of your office and accommodation. We will not pay for rent past 8 August.
- Submit all claims to us.
- Repay any outstanding amounts which can include 'not claimed' payment card claims, budget overspends, duplicate claims and deposit loans.
- Complete all administrative tasks.

For information about your pension, please call the RPMI (0845 555 3377). For information on your staff's pension schemes, please call Legal and General on 0345 070 8686.

We will:

- Support you throughout the winding-up process
- Pay your salary (on 30 June) for the period 1-8 June
- Send you a P45, and a P11d for 2017/18
- Pay your staff salaries
- Pay a Loss of Office Payment (LOOP) to MPs who:
 - have concluded their winding-up process, and
 - have held office for a continuous period of two years before they lost their seat, and
 - were a candidate for re-election in the same seat they held before dissolution.

Winding-Up Budget

- The Winding-Up Budget covers the period from 9 June to 8 August.
- We will not cover any business costs incurred past this period.
- The Winding-Up Budget is £57,150 for London Area MPs and £53,950 for non-London Area MPs.
- As normal, you have 90 days from the date you pay the bill to submit claims.
- Please be aware that the use of your payment card will delay the winding-up of your affairs as the monthly statement will need to be reconciled.

Please see examples of the claimable items under the Winding-Up Budget below.

Expense Type	Comments
Office rent	This covers normal rent, and includes extra charges, such as administration fees, should they be charged.
Travel	MP and staff travel between Westminster and Constituency, if required for parliamentary duties and winding up your affairs.
Salary, Holiday & NI	For staff members only. Staff members can be employed until 8 August. This includes payment in lieu of notice and any outstanding holiday entitlement, but not redundancy, which comes from the contingency fund.
Office Bills	Bills such as gas, electricity, data cleansing/shredding etc.
Dilapidations	This only covers offices, and should be specified in the lease.
Stationery	This includes stamps, envelopes and paper, as well as pens etc.
Removal costs	Office removal costs can come from the Winding-Up Budget

The contingency, security and disability budgets (which are uncapped) will cover:

- Staff redundancy costs;
- Accommodation rental and removal costs - up to two months post-election; and
- Disability/security assistance - up to two months post-election.