

Repayments Form

Please Submit Form to info@theipsa.org.uk

1A	MP Name				
1B	Payer (if different from 1A)				
2	Constituency				
3	Repayment Amount (£)				
4A	Nature of Repayment (check as appropriate)	Reimbursement Claim <input type="checkbox"/>	Payment Card <input type="checkbox"/>	Direct Payment <input type="checkbox"/>	Other (details below) <input type="checkbox"/>
4B	Details (if selected Other)				
5	Repayment Period				
6	If this is a repayment for an item funded by IPSA which you plan to use (or have used) for party political purposes, please check the following box <input type="checkbox"/>				

Repayment Details			
	Payment Date	Form(s) & Line Number(s) (if applicable)	Description of Item(s) / Quote Reference Given
7			

Repayment Method			
8	Reference	Please make payments to IPSA's bank account below with a reference that includes the MP's initial and surname, and form number or the nature of the payment. For example, J DOE / 123456-2 or J DOE / OFFICE SUBLET . If you are repaying amounts owed as per your financial statement, please follow the guidance provided as per the statement.	
	Bank Details	Account Name	IPSA ACCOUNT
		Sort Code	60-70-80
		Account Number	10012524

How Repayments Are Published on IPSA's Publication Website

If you are making a repayment for a Payment Card form and you originally selected 'not claimed' when you submitted the form, this repayment will not be published. All other repayments are published. The original payment is published with the status 'paid' and then a copy of the line is published with the status 'repaid'. Please bear in mind that publication takes place three to four months in arrears, so this repayment will not be reflected on the publication website for some time.

- | Section | Information |
|---------|---|
| 1 - 2 | In order for the repayment to be allocated correctly, please complete all fields in these sections. Section 1B is only required if the funds are not being repaid by the MP. |
| 3 | Please enter the total repayment amount in British Pounds (£). |
| 4 | Please check the appropriate option(s) to allow IPSA to allocate the repayment correctly. Only fill in section 4B if you have selected the option Other in section 4A. This may include items such as Office Rental Income, Residential Deposit Loan, Office Deposit Loan, etc. |
| 5 | Please state the period to which the repayment relates to. For example, if you are repaying rental income from subletting your office, state the months and year the payment covers, such as April 2017 – June 2017. This ensures the repayment is allocated against the correct budget period. |
| 6 | Please check this box if the repayment relates to party political purposes. This is used only for monitoring and analytical purposes. |
| 7 | Please fill in this section to clarify the repayment. The Description field could include the property address of a deposit loan repayment, etc. |
| 8 | IPSA's preferred method of payment is via electronic means. This allows prompt allocation of the repayment in a way that is more secure and more convenient for both the payer and payee. However, please contact IPSA should you wish to repay using an alternative method. |

Incomplete or Incorrect Information

All fields are mandatory unless otherwise stated. If IPSA is unable to ascertain what the payment is for, you will be contacted for further information. In the event that further information cannot be obtained within sufficient time, it may result in the funds being returned to you and therefore monies owed that relates to this payment may still be shown as outstanding. To prevent delays in allocation of funds, please submit this form promptly with the repayment.

Electronic Completion and Submission

This form can be filled in electronically with Adobe Reader, downloadable from adobe.com free of charge. Within the software, select Fill & Sign under the Tools tab and you will be presented with options to add text to the form. To submit the form electronically, please send it to the email address at the top of the form with the subject 'FAO Finance – MP Name – Repayment'.