

Duty Refund Claim Pack

HMRC Form

HMRC FORM C285 - CLAIM FOR REFUND OF CUSTOMS DUTY

CLAIMANT DETAILS:

Name: John Smith
Address: 123 Main Street, London, SW1A 1AA
Email: john.smith@example.com
Phone: +44 7700 900123

IMPORT DETAILS:

MRN: 23GB12345678901234
EORI: GB123456789012345
Courier: dhl
Tracking Number: DHL1234567890
Import Date: 2024-01-15
Package Value: £150
Description: Electronics and accessories

DUTY DETAILS:

Duty Amount: £25
Duty to be Refunded: £25

REASON FOR CLAIM:

Overcharged VAT on low-value goods

ADDITIONAL NOTES:

Goods were under £135 threshold

EVIDENCE ATTACHED:

- invoice.pdf (1024000 bytes)
- shipping-label.jpg (512000 bytes)

SIGNATURE: _____ DATE: _____

Cover Letter

Dear HMRC,

I am writing to submit a claim for a refund of overpaid import duty and/or VAT on goods imported to the UK.

CLAIM DETAILS:

- Import Date: 2024-01-15
- Package Value: £150
- Duty Amount: £25
- VAT Amount: £30
- Total Amount: £55

REASON FOR CLAIM:

Overcharged VAT on low-value goods

I believe that the duty and/or VAT charged on this import was incorrect and I am entitled to a refund. I have attached all relevant documentation to support this claim.

Please process this claim and let me know if you require any additional information.

Yours sincerely,
John Smith

Contact Details:

Email: john.smith@example.com

Phone: +44 7700 900123

Address: 123 Main Street, London, SW1A 1AA

Instructions

CLAIM PACK INSTRUCTIONS

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This pack contains everything you need to submit your HMRC duty refund claim.

WHAT'S INCLUDED:

1. Completed HMRC form (C285)
2. Cover letter
3. Evidence files
4. Step-by-step instructions

NEXT STEPS:

1. Review the completed C285 form