



Application for refund of Employment Tribunal fees **Refund Form 1/2–CR** **for claimants or respondents**

This is the form for persons or organisations who were the single claimant in an employment tribunal claim (e.g. an employee who brought a tribunal claim against their employer) or who were the respondent in an employment tribunal claim (e.g. an employer which had a tribunal claim brought against them).

There is a separate form for persons who were representatives or sponsors of a party to an employment tribunal claim, and the lead claimant in multiple claims of 11 or more (**Form 3-S**).

If you were an individual claimant or were the respondent to a claim, but your circumstances are different to those listed below, please check the guidance to make sure you are eligible, and then tell us why in question 2.7.

If you paid fees for more than one claim, please fill in a separate copy of Section 2 for the other cases, and send it with this form.

If you were part of a multiple claim of 10 people or under, you can use this form to claim your portion of the total fee refund. On receiving your application, we will write to the rest of the claimants in the multiple case to inform them that an application has been made and to ask if they also want to apply. They will be given 28 days to reply. If all of that proceeds without issue we will then process the application and issue repayment.

For multiple claims of 11 or more, a single payment will only be paid to the person who paid the fee and proof of payment will be required. You will need to complete **Refund Form 3-S**.

If you require any guidance in relation to accessing or applying for an ET fees refund or general information on a refund of fees then please call the Customer Contact Centre on:

0300 123 1024 (England & Wales)

0300 790 6234 (Scotland).

You must fall into at least one of the following categories to complete this form. Please tick **one or more** of the following boxes that matches your circumstances.

✓	Ref	Category	Further evidence you must include with this form
<input type="checkbox"/>	UJ01	I was an individual claimant who made the payments set out in this application and have not been reimbursed by anyone pursuant to an order of the Tribunal.	
<input type="checkbox"/>	UJ02	I was an individual claimant/respondent whose representative paid the fee and I then reimbursed them.	
<input type="checkbox"/>	UJ03	I was ordered by the Tribunal to reimburse my opponent for the Tribunal fees they had incurred in those proceedings; and I have made that payment	A copy of any relevant Order of the Tribunal; evidence of successful reimbursement to your opponent, e.g. a copy of receipt, bank statement
<input type="checkbox"/>	UJ04	Although I'm the individual claimant who met the categories I have ticked above, my name has changed.	Proof of name change, e.g. copy of appropriate certificate
<input type="checkbox"/>	UJ05	I am the executor of the estate of, or hold power of attorney for, an individual claimant who met the categories I have ticked above.	Proof of death or Power of Attorney, e.g. copy of appropriate certificate
<input type="checkbox"/>	UJ06	I was a respondent who made the payments set out in this application and have not been reimbursed by anyone pursuant to an order of the Tribunal.	
<input type="checkbox"/>	UJ07	My situation is not covered by any of the other categories but I believe I should be eligible for a refund.	Please explain your situation at question 2.7.
<input type="checkbox"/>	UJ08	I was a claimant in a multiple claim of 10 or less and paid a portion of the fee.	
<input type="checkbox"/>	Case	I am applying for fees paid in more than one case.	Extra copy of Section 2 for each additional case

If you cannot give all the details requested, your application may take us longer to check and make any payments due.

Section 1 – Personal data – Your name and contact details

1.1 Your current name

*Title (if an individual)

*First name(s) (if an individual)

*Last name (if an individual)

*Date of birth (if an individual)

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*Organisation name (if an organisation)

*Contact name (if an organisation)

1.2 Current contact details

*Address

*Postcode

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*Phone no.

Email (if you have one)

Company or charity number (if applicable)

Section 2 – Case details – the details of the Employment Tribunal claim

If you paid fees for more than one claim, please fill in a separate copy of Section 2 for each of the other cases, and send together with this form.

2.1 Your case number

Employment Tribunal Claim number

(for example 1234567/2013)

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Name of Employment Tribunal Office

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or

Employment Appeal Tribunal number

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2.2 Lead Claimant's name and address at the time of the claim, if different from question 1.2

*Name

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*Address

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*Postcode

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2.3 Your representative's name and address at the time of the claim (if you have one)

*Name

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*Address

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*Postcode

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2.4 Respondent's name and address at the time of the claim

*Name

*Address

*Postcode

2.5 *Where was the claim made?

England and Wales

Scotland

2.6 Other reference numbers and names, if you are applying for fees paid in more than one case

2.7 Additional information – you can use this box to tell us anything else about the tribunal claim, your application for a refund or yourself not covered elsewhere in this form.

2.8 Fees paid and payment method?

	Type of fee	*Amount paid	Date paid (can be month and year only)	*Payment method (card, cheque, cash, don't know)
Claimant fees	ET Issue			
	ET Hearing			
Appeal fees	EAT Lodgment			
	EAT Hearing			
Interlocutory fees	Judicial Mediation			
	Reconsideration of default judgment			
	Reconsideration of judgment following final hearing			
	Dismissal following withdrawal			
	Employer Contract Claim			
Total paid	You must complete this	£		

Section 3 – Repayment details – your bank details

We can only make payment to a UK bank account in the name of the person or organisation making this refund application.

3.1 *Do you have a UK bank account?

- Yes, go to question 3.2
- No, please tell us how you would like to be paid

3.2 *Account name (exactly as it appears on your bank statement)

The name given here must match the name given at 1.1 or your application will be rejected.

3.3 *Bank/Building Society Name

3.4 *Account number

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3.5 *Sort Code (For example 01-02-03, write 010203)

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Using your personal information:

Personal information which you supply to us may be used in a number of ways, for example:

- For fraud prevention
- To validate your entitlement to claim a fee refund
- For audit

HMCTS will verify some of the information you have provided as part of this application using a credit reference agency. This check will appear in your credit history, it will not be visible to lenders and it will not affect your credit rating.

General Data Protection Regulations

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings.

For details of the standards we follow when processing your data, please visit the following address <https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>.

To receive a paper copy of this privacy notice, please call 0300 123 1024 Textphone 18001 0300 123 1024. If calling from Scotland, please call 0300 790 6234 Textphone 18001 0300 790 6234.

Section 4 – Mandatory

Declaration – You must read carefully and sign and date the form

Declaration:

I am making an application on behalf of myself.

I confirm that:

I made the payments set out in this application, or my representative made them on my behalf and I reimbursed them; and

I have not received a payment from my opponent to reimburse me those fees in accordance with an Order of the Tribunal.

If my opponent reimburses me those fees in accordance with an Order of the Tribunal after I have received a refund from HMCTS, I will repay the refund to HMCTS.

If I am found to have been deliberately untruthful or dishonest, criminal proceedings for fraud can be brought against me.

I understand that if I have given false information or I do not provide further evidence if requested, my application may be rejected.

Signature

Print name

Date

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REMEMBER to make sure you have included any extra evidence for the categories you ticked on page one of this form. When you are ready to send this form send it to:

Email

etrefunds@justice.gov.uk

Or

Post

England – Employment Tribunal Customer Contact Centre, PO Box 10218, Leicester, LE1 8EG

Scotland – Employment Tribunal Customer Contact Centre, PO Box 27105, Glasgow, G2 9JR