

Notes to help you complete form HO81 - Claim for fuel duty relief

These notes are for information only and are intended to help you complete the form to claim fuel duty relief when you cannot access the online form.

If you are unable to use the online form you will need to have a copy of the blank form printed off in advance so that you can use it if you need to. You can obtain blank forms from the Excise and Customs helpline 0300 200 3700

You should use this form if you are registered with HM Revenue & Customs to claim relief from fuel duty.

If you have not registered, and you are eligible to register, you can apply by completing form HO80 Registration to claim fuel duty relief.

If you are not sure whether or not you qualify contact the Excise and Customs Helpline 0300 200 3700	
Claimant details	Completion note
Full name	This is the business or individual registered with us to claim fuel duty relief.
Daytime telephone number	Please enter a phone number that we can use to contact you during the day. This may be a home number, a work number or a mobile number. Please use only the following characters: numbers, spaces, brackets (), hyphen -, plus sign +
Registration reference number	You will find the registration reference number on the letter confirming your registration. It is a seven-digit reference made up of two letters 'RF', followed by five numbers, the last two being the year. For example, RF99912 for 2012.
Claim period and purchase details	
Claim period	Enter the full name of the month you are claiming for in text followed by the year in digits, for example January 2012.
Details of road fuel purchased within the claim period	Enter each individual purchase of road fuel on a separate row in the table. You should add the volume of petrol (column A) and the volume of diesel (column B) and enter the total figure (A+B) in (column C). If there are not enough rows to enter all of your purchases, please attach an additional sheet showing the details.
Total volume in litres	Add together the volumes entered for each individual purchase. Enter the total volume in litres of petrol purchased in column A. Enter the total volume in litres of diesel purchased in column B. Add the total in column A to

	the total in column B and enter this figure in column C. This is the total volume of fuel on which the relief is claimed.
Relief due (volume x £0.05 per litre)	Multiply each total volume in litres figure by £0.05 and enter the amounts in pounds and pence.
Adjustments - underclaimed and overclaimed	
Period of adjustment	Enter the full name of the month in text followed by the year in digits, for example January 2012.
Amount underclaimed	If you have underclaimed, add the amount you have underclaimed to the relief you are claiming and enter the new total in the 'Adjusted claim total'.
Amount overclaimed	If you have overclaimed deduct this amount from the amount you are claiming and enter the new total in the 'Adjusted claim total'.