



This is the form for organisation and persons who were the respondent in an employment tribunal claim (e.g. an employer which had a tribunal claim brought against them).

There are separate forms for persons who were

- the claimant to an employment tribunal claim (**Form 1-C**),
- representatives/sponsors of a party to an employment tribunal claim, and the lead claimant in multiple claims (**Form 3-S**).

If you 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 made and paid fees for more than one case (a multiple claim is a single case), please fill in a separate copy of Section 2 for the other cases, and send together with this form.

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"/>	UJ06	I was a sole party 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 a sole party who made the payments set out in this application whose representative paid the fee and I then reimbursed them.	
<input type="checkbox"/>	EAT	I was the respondent to an employment tribunal claim, and I paid a fee to the Employment Appeals Tribunal (whether I was the appellant or respondent to the appeal).	
<input type="checkbox"/>	UJ08	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"/>	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)

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	£
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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 (your name)

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.

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

ETHelpwithfees@hmcts.gsi.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