

Suspension Remuneration Review request form

The logo consists of a red circle containing the words "POST" and "OFFICE" stacked vertically in white, uppercase, sans-serif font.

Please download and complete this form if you would like us to investigate retrospective remuneration you may be due to receive, for a previous period of suspension from your Post Office contract before March 2019. Please email your completed form to **supportteam@postoffice.co.uk** together with any supporting documents.

If you don't have email access yourself, a family member or friend is welcome to email on your behalf.

Alternatively, if you can't email your form or provide supporting information by email, you can post it to:
Remediation Team, Post Office Ltd, 2nd Floor, 1 Future Walk, Chesterfield S49 1PF.

If you do use post, please only provide copies of the supporting documents/material rather than original documents, which should be retained for your own records, and we advise using a trackable service such as Royal Mail Special Delivery if sending documents by post.

If we need any additional information to help progress your review request, we will be in touch.

If your request relates to more than one branch, please include these in the same form.

1.0 Your personal details

For further information about how we will process your information, please see the privacy notice on the website at corporate.postoffice.co.uk/remediation

| | | |
|-----|----------------------------|--|
| 1.1 | First name(s) | |
| 1.2 | Surname | |
| 1.3 | Previous name(s) (if any) | |
| 1.4 | Date of Birth (dd/mm/yyyy) | |

2.0 Address and contact details

Please provide the details for the address that any correspondence relating to your request should be sent to:

| | | |
|------|--|-------------------------------|
| 2.1 | House name/number | |
| 2.2 | Street | |
| 2.3 | District | |
| 2.4 | Town/City | |
| 2.5 | County | |
| 2.6 | Postcode | |
| 2.7 | Email address | |
| 2.8 | Contact telephone number | |
| 2.9 | Our recommended method of communication with you about your request is by email – if you would prefer to receive communication by post, please select Post here: | <input type="checkbox"/> Post |
| 2.10 | Are you the Postmaster/former Postmaster yourself? Please state Yes or No | |
| 2.11 | If your answer to 2.10 is No, please confirm your legal status For example: Personal representative, Executor, Power of attorney/Deputyship or Legal representative/Solicitor You must be a legally appointed assignee, personal representative, attorney or deputy of the person you are acting on behalf of. Please note that you will need to provide documentation relating to this legal relationship when you submit your request (e.g. Letter of authority, Copy of Will & Grant of Probate, Letters of Administration). | |

3.0 Contract and branch details

If your suspension remuneration relates to more than one branch, please provide details of the additional branches in this form, or use the additional page at the end of this document if necessary.

| | | |
|-------------|---|--|
| 3.1 | Name of individual/company on Post Office contract Please provide the full name of the individual(s) or company named on the contract held with Post Office at the time of the suspension. Please note you (or the person you are raising the request on behalf of) need to have, or have previously had, a contract directly with Post Office | |
| 3.2 | Are you currently VAT registered? Please state Yes or No | |
| 3.3 | If 'Yes' please provide your VAT number | |
| 3.4 | Which country do you reside in for tax purposes? Please state one of the following: England, Wales, Scotland, Northern Ireland, Other | |
| 3.5 | If 'other' please state | |
| 3.6 | Post Office branch name(s) Please include all branches you would like us to consider | |
| 3.7 | Post Office branch address(es) including postcode(s) | |
| 3.8 | Post Office branch code(s) (also known as the FAD code) | |
| 3.9 | Post Office customer account number(s) (if known) This will be a 7-digit number to be found on your Postmaster Account Statements | |
| 3.10 | Are you (the Postmaster) currently in post? Please state Yes or No | |
| 3.11 | Start date of contract with Post Office | |
| 3.12 | End date of contract with Post Office (if applicable) | |
| 3.13 | Remuneration number (if known) This can be found on your remuneration advices. This may also have been referred to as the PAY number | |

4.0 Related information

4.1 Please let us know if you have any further information you would like to provide at this stage such as any support needs. Please use the additional page at the end of this document if necessary

5.0 Signature

5.1 We will accept an electronic signature. Please tick the box on the right if you are submitting an electronic signature.

An electronic signature can include simply typing your name. If you do tick this box to submit an electronic signature, please type your name in the box below to show you have signed, as well as the 'Name' box.

5.2 Signed

5.3 Name

5.4 Date form completed (dd/mm/yyyy)

Thank you for taking the time to complete the form.

**If we need any additional information to help progress your request,
we will be in touch using your preferred contact method.**

Further information

Please use this page if you have any further information relating to your request.