

Draft Claim Assessment – Motor Expenses and NIC

Prepared by: Trueman Brown

Client Name: _____

Employer PAYE Reference: _____

Date: _____

1. Purpose of this Assessment

This document reviews your organisation's historical treatment of motor expenses and NIC to determine whether a reclaim of National Insurance Contributions (NIC) may be due under the 'Relevant Motoring Expenditure' (RME) provisions, as clarified by recent case law and HMRC guidance.

2. Overview of Relevant Motoring Expenditure (RME)

RME refers to payments made to employees in respect of the use of their own vehicles for business travel. For NIC purposes, the qualifying amount is calculated as Business Miles $\times$ 45p. Amounts paid up to this qualifying limit can be disregarded for NIC. Any excess is NIC-able.

3. Period Covered by Review

From (mm/yyyy)	To (mm/yyyy)	Notes

4. Employee and Vehicle Data Summary

Employee Name	NI Number	Vehicle Type	Car Allowance (£/month)	Mileage Claimed	Mileage Rate Paid (p/mile)	Notes

5. Comparison: Paid vs Qualifying Amount

Qualifying RME = Business Miles $\times$ 45p. Amount Paid = (Mileage Rate $\times$ Business Miles).

Overpayment/Underpayment = Qualifying RME – Amount Paid.

Employee	Business Miles	Paid (p/mile)	Qualifying Amount (45p)	Difference (p/mile)	NIC Impact	Comments

6. Estimated NIC Reclaim Value

Tax Year	NIC Class	Estimated Overpaid NIC (£)	Calculation Basis	Evidence Held

Preliminary Total Estimated Reclaim: £_____

7. Documentation Checklist

- Payroll reports showing car allowances and NIC calculations

- Employee business mileage logs
- Fuel reimbursement records (if applicable)
- Copies of RTI submissions
- Vehicle ownership/usage declarations
- Prior HMRC correspondence regarding RME or NIC

8. Proposed Next Steps

- Data verification for all mileage and payroll data
- Validation of RME calculations
- Adjust NIC through RTI where possible
- Prepare written claim to HMRC for prior years
- Attach supporting documentation
- Update internal payroll processes for compliance

9. Trueman Brown Contact Details

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