



HM Courts &  
Tribunals Service

# Application for refund of Employment Tribunal fees **Refund Form 3-S for Multiple claims and sponsors**

This is the form for persons who were representatives or sponsors of a party to an employment tribunal claim, and for persons who were the lead claimant in a multiple claim of 11 or more.

There is a separate form for claimants and respondents who are applying for a refund - Refund **Form 1/2-CR** for claimants or respondents.

If you were a representative or sponsor, or a lead claimant, but your circumstances are different to those listed below, please tell us why in Section 2: Additional Information.

If you were one of the claimants in a multiple case, but **not the lead claimant**, you should consult with the lead claimant and/or your sponsor in the first instance.

**Note** - if you were a representative or sponsor who paid the fee on behalf of a sole claimant, and the claimant reimbursed you for the fee, then you are not eligible to apply for a refund; in such circumstances, the claimant should apply for a refund (using the Form 1/2-CR).

If you made and paid fees for more than one claim, in place of Section 2, please fill in the '**ET Refund Bulk form (XLS)**' provided and send together with this form.

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"/>	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. receipt, bank statement
<input type="checkbox"/>	UJ04	Although I'm the lead 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, a lead 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"/>	UJ09	I was the lead claimant in a multiple claim of 11 or more and paid the fee, and will distribute the refund to the person(s) entitled to it.	
<input type="checkbox"/>	UJ10	I am the representative or sponsor of the claimants in a multiple claim and paid the fee on their behalf, and have not been reimbursed.	
<input type="checkbox"/>	UJ11	I was the representative or sponsor who paid the fee on behalf of a respondent and have not been reimbursed by that party.	
<input type="checkbox"/>	Case	I am applying for fees paid in more than one case.	Either extra copies of Section 2, or additional file ' <b>ET Refund Bulk form (XLS)</b> ' instead of Section 2.

**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 use 'ET Refund Bulk form (XLS)' or alternatively 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

\* 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 If this is a multiple claim how many claimants are there?**

**2.8 Name of Group case** (if applicable and known)

**2.9 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.

**2.10 Fees paid and payment method?**

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

## 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.

## 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