

# Agri-Environment Climate Scheme (AECS) capital items claim form notes for guidance

## How to make a capital claim

This guidance is to provide you with information to assist you in completing the claim form correctly. Should you have any further questions after having reading this note, please contact your local RPID area office for more information.

**Remember that an incomplete or incorrect claim form cannot be processed and paid within a reasonable timescale.**

You must submit a claim for payment for any capital options which have been approved in your AECS contract. You can download a claim form from the Rural Payments and Services website.

Claims must be submitted by the end of February, of the following year of the year stipulated in your contract. For example, if you have a claim year of 2018 in your contract, you must submit a capital claim by 28 February 2019.

**We cannot pay claims received after this date so you must make sure that either you or your agent submit your claim form by the closing date and that the work has been completed before you claim.**

This claim form is for CAPITAL items ONLY. If you have land-based options, these must be claimed as part of the Single Application Form (SAF) application.

## Completing the claim form

The total claimed cannot be more than that included in your approved contract. Supporting documentation for actual costs options must provide evidence of expenditure. For example, receipted invoices.

If you find you have not been able to complete certain capital works, you must not claim for these items as this will attract a penalty and jeopardise the timing of the payment claim.

## Part 1 – Business details

You must enter the name of your business as referred in your contract and your business details including the reference number of your AECS contract. You must tick the box if your business is VAT registered.

Attempts to reclaim VAT if your business is VAT registered is deemed as an over claim and penalties could be applied to your claim.

## **Part 2 – Costs incurred: standard cost options**

The table at Part 2 should be completed with details of the standard cost items entered on your approved contract. Complete the table for each of the items you are claiming. Remember to only claim for work that has actually been completed.

The table at the end of this guidance note provides you with examples. The codes used for your capital items can be found on your Schedule of Works. Do not claim for any items that are not on your approved contract.

## **Part 3 – Costs incurred for actual cost options**

You must enter the actual amount you have paid as the person named in the contract. You must supply invoices that have been made out to you/your business to confirm the costs that have been incurred.

It is your responsibility to ensure that the amounts claimed are in line with your agreed contract and are backed up by properly receipted invoices. If you claim more than the amount in your agreed contract or more than the costs in your invoices then you may be subject to over-claim penalties. If you are registered for VAT then costs claimed must be on a VAT exclusive basis.

All claims for actual cost capital items must be accompanied by fully receipted original invoices, which provide the following details:

- supplier's name, address and VAT registration number (as appropriate)
- claimant's name and address which is the business name in the approved contract
- detailed description of services or goods supplied, separately costed, to include serial numbers for any equipment purchased
- total amount due to be paid by you with the VAT element clearly detailed
- amount paid with details of any discount awarded and the reason for the discount
- date on which the goods or services were supplied
- date paid
- confirm how you paid for the goods (for example, cheque/debit card)
- business stamp or signature of person receiving payment on behalf of the supplier

An example invoice is provided at the end of this guidance note.

You must also submit other evidence showing that you have made payment:

- original cleared cheque
- original bank or credit card statement
- original bank giro credit transfer slip
- an accountants' report
- a certified extract from the business accounts

If your invoices are paid by electronic banking we require a printed copy of the bank statements showing the defrayed expenditure and also copies of the electronic transaction between businesses.

## Part 4 – Supporting documentation

Please use this section to advise us of any supporting documentation you are submitting for the claim. For example, building warrant, licences, invoices or any other relevant documentation.

## Part 5 – Declarations and undertakings

### Please read this section carefully before signing it.

This should be signed by you or your authorised agent. It should only be signed once you and your agent (if applicable) agree that what is being claimed has been carried out.

### Submitting your claim

Please submit your claim to your local RPID area office, either in person by post, by the closing date stipulated above.

## Examples to help you complete and/or provide the information required in support of your claim

### Part 2 – standard cost items

LPID	Map ref	Option code	Item description	Number of units
NT/12345/12345	001	AEC01	Stock fence	100

### Part 3 – actual cost items

LPID	Map ref	Option code	Item description	Number of units	Actual cost incurred	Amount claimed
NT/12345/12345	001	AEC02	Timber bench	1	£800	£700

### Part 4: Supporting documentation

Examples of suitable documentation:

Type of documentation	Document reference number or name	Item the document relates to
Invoice	111-2345	Timber bench
Bank statement	Number 1	Debit of my account for the payment as per invoice 111-2345

**Example of a properly receipted invoice from a supplier:**

A.N SUPPLIER & CO  
 FIRST INDUSTRIAL ESTATE  
 ANY TOWN  
 AN1 1YZ

VAT Reg No. 000 000

Order No: 01234

Mr A N Other  
 Town Farm  
 Any town  
 AN1 2BC  
 Date: 15/06/15

DATE	DETAILS OF PRODUCT OR SERVICES	COST	VAT	TOTAL
01/06/15	Timber Bench	750.00	50.00	800.00
<b>EXAMPLE</b>				
PAID BY CHEQUE £800.00 RECEIVED 30-06-15 BY J SUPPLIER				
	TOTAL (£)	750.00	50.00	<b>800.00</b>