

**Please complete in block capitals**

**Your Details**

Usdaw Branch \_\_\_\_\_

 Membership Code \_\_\_\_\_  
(see your plastic membership card)

Mr/Mrs/Miss/Ms \_\_\_\_\_

Surname \_\_\_\_\_

Forename(s) \_\_\_\_\_

 Address \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Daytime Contact Tel. No. \_\_\_\_\_

Email \_\_\_\_\_

**Your Claim**

 Offence 

Date \_\_\_\_\_

Time \_\_\_\_\_

 Did the offence occur during working hours?  
 Please tick as appropriate  
 (only claims incurred in the course of your employment can be considered)

 Yes  No 

Fine £ \_\_\_\_\_

Signature \_\_\_\_\_

Vehicle Type \_\_\_\_\_

Vehicle Registration \_\_\_\_\_

**Additional Information**

If necessary, please give any additional information in support of your claim:

**Please ensure that you attach a copy of the Fixed Penalty Notice, together with a receipt showing that you have paid the relevant fine.**

Send all documentation, together with this claim form, to the Road Transport Section, Research Department, Usdaw Head Office, Voyager Building, 2 Furness Quay, Salford Quays, Manchester M50 3XZ.

**FOR OFFICE USE ONLY**

Received (Date) \_\_\_\_\_

Decision \_\_\_\_\_

Membership Check \_\_\_\_\_

Payment Sent (Date) \_\_\_\_\_

**Member's Bank Details for Payment Via BACS**

Sort Code  -  -

Account Number

Account Holder's Name \_\_\_\_\_

**PRIVACY NOTICE**

The data you are providing us will be used to process your RTDF claim. This is in pursuit of the Union's legitimate activities stated in the Objects in the Rule Book and in order to fulfil our contractual obligations to you as a member of the RTDF. This processing involves your personal data. The data that we collect about you here will be stored securely. The Claim Form will be retained for seven years as required by HMRC and Auditors, for staff data, this will be the term of your employment plus seven years in line with employment law and financial audit requirements. You have the right to be informed about the processing of your personal data, request access to your personal data, and its rectification, erasure, restriction on processing, objection to processing and portability. Usdaw and its Data Protection Officer may be contacted at Usdaw Head Office, Voyager Building, 2 Furness Quay, Salford Quays, Manchester M50 3XZ. You have the right to complain to the Information Commissioner.