

Criteria for acceptable receipts for treatment/legal advice received

Please read carefully

When paying for treatments/legal advice, please ask your practitioner for a receipt on official practice stationery. This must include the following:

- ✔ Name of the person receiving treatment/legal advice.
- ✔ Type, cost of treatment and individual dates for each session of treatment received. All legal receipts must state the nature of legal advice received, and any help on the particular matter will be one-off.
- ✔ Amount paid for the treatment/legal advice.
- ✔ Name and address of the practice providing the treatment/legal advice - official letter heading or stamp. This must be within Great Britain and paid for in pounds sterling.

PLEASE NOTE: We also require separate proof of payment to accompany your practitioner receipt. This can be in the form of a debit/credit card receipt, bank statement or till receipt.

Please email clear, in focus copies of all documents to help@tbf.org.uk for processing.

PLEASE NOTE: Receipts emailed to you by your practitioner can be forwarded to us but please ensure they show they have come from the original practitioner's email account.

We are only able to accept block bookings once you have attended the appointments, and the receipt must state the dates and costs thereof. We are unable to reimburse the cost of a block booking before all treatments have taken place.

Unfortunately, we CANNOT accept any of the following:

- ✘ Appointments dated before your membership is active.
- ✘ Appointments or receipts for treatment/legal advice gained outside Great Britain.
- ✘ Treatments that take place at a spa, or form part of a spa visit, or any wowcher/groupon-type receipts.
- ✘ Receipts and treatments older than 6 months.
- ✘ Business cards, compliment slips and appointment cards.
- ✘ Treatment conducted by therapists not trained or registered with the relevant professional body.



Legal advice

Please be aware that TBF is unable to help with legal advice relating to employment matters, property conveyancing, running a personal business or something you should have been insured against.

DO WE HAVE YOUR UP-TO-DATE DETAILS?

Please ensure TBF has your current bank details so there is no delay in receiving your reimbursement by BACS. You can update your bank details through the TBF website - www.tbf.org.uk