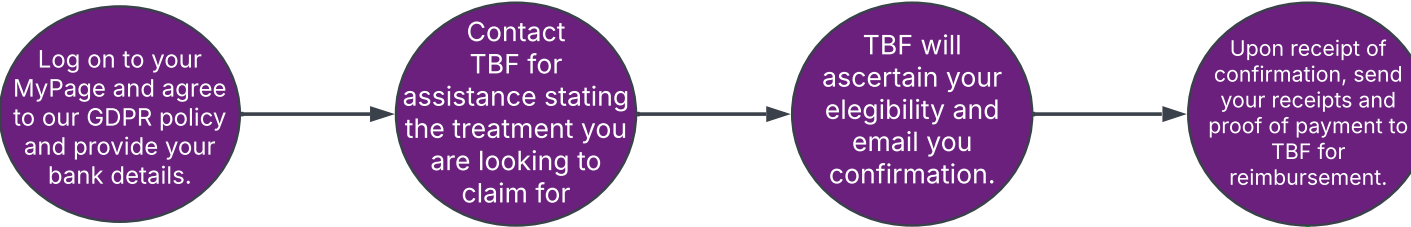




## Requesting assistance for treatment reimbursement for the first time?



- ✓ Receipt is on official practice stationery including name and address of the practice providing the treatment/legal advice with official letter heading or stamp.
- ✓ Name of the person receiving treatment/legal advice.
- ✓ Amount paid for the treatment/legal advice. Paid for in pounds sterling £.
- ✓ Type, cost of each appointment and individual dates of 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.



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.

Send receipt and proof of payment to [treatments@tbf.org.uk](mailto:treatments@tbf.org.uk). Making sure to include your membership number and personal details in the email.



- ✗ Appointments dated before your membership began.
- ✗ 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 for treatments dated older than 6 months at time of submittance.
- ✗ Business cards, compliment slips and appointment cards.
- ✗ Treatment conducted by therapists not trained or registered with the relevant professional body.



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.