

Inland Revenue reference

It is important that you complete these boxes so we can note our records.

National Insurance number (individuals only)

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

Company, Limited Liability Partnership or Limited Partnership registration number

Please read the notes on the back before completing this authority.

This authority overrides any earlier authority given to the Inland Revenue. We will hold the information you give us until you tell us that the details have changed.

I, *(print your name)* _____

authorise *(print your agent's business name)* _____

to act on my behalf in connection with any matters within the responsibility of the Inland Revenue.

Signature _____ Date / /

(please see note 1 on the back before signing)

| | |
|---|--|
| <p>• Please give <i>your</i> details here</p> <p>Full address _____</p> <p>_____</p> <p>_____</p> <p>Postcode _____</p> <p>Telephone number _____</p> <p><small><i>(If you are willing for us to contact you by phone)</i></small></p> | <p>• Please give <i>your agent's</i> details here</p> <p>Full address _____</p> <p>_____</p> <p>_____</p> <p>Postcode _____</p> <p>Telephone number _____</p> <p>Fax number _____</p> <p>E-mail address _____</p> <p>Client reference _____</p> |
|---|--|

Only for Self Assessment customers (not including companies)

We will send your Statement of Account to you, but if you would like us to send it to your agent instead, please tick this box

After you have completed this form, please send it to your Inland Revenue office.

For official use

| | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------------------------|--------------------------------|--------------------------------|----------------------------|--|-----|--------------------------|-------|-------|-----|------|--------------------------|-------|-------|-----|-------------|--------------------------|-------|-------|-----|--------|--------------------------|-------|-------|-----|
| <p>• Customer's records noted - <i>please complete the relevant boxes opposite</i></p> <p style="text-align: center;"><small><i>Please ✓</i></small></p> <p>• Form(s) 64-6A issued <input type="checkbox"/></p> <p>_____ / _____ / _____</p> <p><small><i>Initials Date</i></small></p> | <table border="0"> <tr> <td style="width: 15%;"></td> <td style="width: 10%; text-align: center;"><small><i>Please ✓</i></small></td> <td style="width: 15%; text-align: center;"><small><i>Initials</i></small></td> <td style="width: 15%; text-align: center;"><small><i>Date</i></small></td> <td style="width: 45%;"></td> </tr> <tr> <td>Tax</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">/ /</td> </tr> <tr> <td>NICs</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">/ /</td> </tr> <tr> <td>Tax credits</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">/ /</td> </tr> <tr> <td>Others</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">/ /</td> </tr> </table> | | <small><i>Please ✓</i></small> | <small><i>Initials</i></small> | <small><i>Date</i></small> | | Tax | <input type="checkbox"/> | _____ | _____ | / / | NICs | <input type="checkbox"/> | _____ | _____ | / / | Tax credits | <input type="checkbox"/> | _____ | _____ | / / | Others | <input type="checkbox"/> | _____ | _____ | / / |
| | <small><i>Please ✓</i></small> | <small><i>Initials</i></small> | <small><i>Date</i></small> | | | | | | | | | | | | | | | | | | | | | | | |
| Tax | <input type="checkbox"/> | _____ | _____ | / / | | | | | | | | | | | | | | | | | | | | | | |
| NICs | <input type="checkbox"/> | _____ | _____ | / / | | | | | | | | | | | | | | | | | | | | | | |
| Tax credits | <input type="checkbox"/> | _____ | _____ | / / | | | | | | | | | | | | | | | | | | | | | | |
| Others | <input type="checkbox"/> | _____ | _____ | / / | | | | | | | | | | | | | | | | | | | | | | |

1 Who should sign the form

It depends who the authority is for. See the table below.

| Who the authority is for | Who signs the form |
|--------------------------|---|
| You | You. |
| Company | The secretary or other responsible officer of the company. |
| Partnership | The partner responsible for the partnership's affairs. It applies only to the partnership. Individual partners need to sign a separate authority for their own affairs. |
| Trust | One or more of the trustees. |

2 What else you should do

- If you have more than one agent acting with us on your behalf, please sign one of these forms for each one and send them to us with a letter telling us which agent deals with what for you. If you deal with more than one Inland Revenue office, please send it to just one office and we will pass on the information.
- If your agent doesn't deal with **all** your Inland Revenue affairs, please send a letter with this form giving us details of those that they do deal with.

3 What this authority means

- This authority allows us to exchange information about you with your agent, and to deal with them on any matters within the responsibility of the Inland Revenue.
- Once we have received your authority we will start sending letters and forms to your agent. But sometimes we need to send them to you as well as, or instead of, your agent. For the latest information on what forms we send automatically visit our website at www.inlandrevenue.gov.uk/sa/agentlist.htm or contact any Inland Revenue office.
- You won't receive your Self Assessment Statements of Account if you authorise your agent to receive them instead, but paying any amount due is your responsibility.
- Companies do **not** receive Statements of Account.
- We don't send National Insurance statements and requests for payment to your agent unless you have asked us if you can defer payment.

4 Data Protection Act

The Inland Revenue is a Data Controller under the Data Protection Act. We hold information for the purposes of taxes, social security contributions, tax credits and certain other statutory functions as assigned by Parliament. The information we hold may be used for any of the Inland Revenue's functions.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits, to

- check accuracy of information
- prevent or detect crime
- protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you as well as by others such as other government departments and agencies and overseas tax authorities. We will not give information about you to anyone outside the Inland Revenue unless the law permits us to do so.