

This form should be used by Scheme Administrators of registered pension schemes to authorise/de-authorise HM Revenue & Customs (HMRC) to deal with a practitioner on their behalf. It may also be used by practitioners to notify HMRC they are no longer acting on behalf of a Scheme Administrator of a registered pension scheme. You can complete this form online. Visit our website at **www.hmrc.gov.uk** and select 'pension schemes' under 'do it online'.

1 Pension scheme details

1.1 Pension scheme name (max 255 characters)

Brown Consulting Services Small Self

Administered Scheme

1.2 Pension Scheme Tax Reference

0 0 0 1 5 3 1 1 R M

2 Would you like to: (tick appropriate box)

- 2.1 ☒ authorise HMRC to deal with a practitioner on your behalf?
Go to Q3
- 2.2 ☐ remove an authority previously given to HMRC to deal with a practitioner on your behalf?
Go to Q6
- 2.3 ☐ notify us that you are no longer acting on behalf of a Scheme Administrator?
Go to Q7

3 Who would you like HMRC to deal with on your behalf?

3.1 I authorise (name of practitioner) (max 255 characters)

Pension Practitioner .Com Limited

3.2 Practitioner ID

0 0 0 0 5 8 8 6

3.3 Address

Daws House

33-35 Daws Lane

London

Postcode NW7 4SD

Country United Kingdom

To act on my behalf in connection with any matters within the responsibility of HMRC and to view information held on the HMRC Pension Schemes Service in relation to this scheme

Go to Q4

4 Client reference you have been given by your practitioner (max 50 characters)

If this is the first time you have authorised HM Revenue & Customs to deal with a practitioner for this scheme, go to Q8. Otherwise, go to Q5.

5 Do you want this authorisation to replace all previous authorisations given?

☐ Yes *Go to Q8*

☒ No *Go to Q6*

6 Give details of the practitioner(s) you no longer wish HMRC to deal with on your behalf

Practitioner name

Practitioner ID

Practitioner name

Practitioner ID

6 Give details of the practitioner(s) you no longer wish HMRC to deal with on your behalf (continued)

Practitioner name

Practitioner ID

Go to Q8

7 Give details of the Scheme Administrator you no longer act on behalf of

7.1 Scheme Administrator ID

7.2 Scheme Administrator name

8 Details of the person submitting the form

8.1 Are you a:

☒ Scheme Administrator? *Go to Q8.2*

☐ Practitioner? *Go to Q8.3*

8.2 Scheme Administrator ID

8.3 Practitioner ID

8.4 Are you an:

☒ individual? *Go to Q8.5*

☐ organisation? *Go to 8.6*

8.5 Individual name

Title

First name(s)

Surname

8.6 Organisation name (max 255 characters)

8.7 Your address

17 Topcliffe Way	
Cambridge	
Postcode	CB1 8SJ
Country	United Kingdom

8.8 Email address

8.9 Telephone number

8.10 Signature

8.11 Date

Return this form to:

*HM Revenue & Customs
Audit & Pension Schemes Services
Yorke House
Castle Meadow Road
Nottingham
NG2 1BG*