



About this form

This form is designed to be filled in on screen. You must answer all the questions except those marked 'optional'. You can't save the form but once you've completed it you'll be able to print a copy and post it.

1 Who should sign the form

If the authority is for

You, as an individual

A Company

A Partnership

A trust

Who signs the form

You, for your personal tax affairs

The company secretary or other responsible officer of the company

The partner responsible for the partnership's tax affairs. It applies only to the partnership. Individual partners need to sign a separate authority for their own tax affairs

The trustee or if there is more than one trustee, only the one whose full name is entered

2 What this authority means

• For matters other than VAT or tax credits

We will start sending letters and forms to your agent and give them access to your account information online. Sometimes we need to correspond with you as well as, or instead of, your agent.

For example, the latest information on what Self Assessment (SA) forms we send automatically can be found on our website.

You will not receive your Self Assessment Statements of Account if you authorise your agent to receive them instead, but paying any amount due is your responsibility.

We do not send National Insurance statements and requests for payment to your agent unless you have asked us if you can defer payment.

Companies do not receive Statements of Account.

• For VAT and tax credits

We will continue to send correspondence to you rather than to your agent but we can deal with your agent in writing or by phone on specific matters. If your agent is able to submit VAT returns online on your behalf, you will need to authorise them to do so through our website.

3 How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

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 the 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 or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information click on the 'Information we hold about you' link in the foot of this form.

4 Multiple agents

If you have more than one agent (for example, one acting for the PAYE scheme and another for Corporation Tax), please sign one of these forms for each.

This authority allows us to exchange and disclose information about you with your agent and to deal with them on matters within the responsibility of HM Revenue & Customs (HMRC), as specified on this form. This overrides any earlier authority given to HMRC. We will hold this authority until you tell us that the details have changed.

I,
H Bragman Ltd Directors Pension Scheme
of
authorise HMRC to disclose information to
RSM Southampton
I agree that the nominated agent has agreed to act on my/our behalf, and the information is correct and complete. The authorisation is limited to the matters shown on this form.
Signature
Date
Your personal details
Your personal details or company registered office here
Address
Daws House
33-35 Daws Lane
London
Postcode/Country
NW7 4SD
Phone number
02380646472
Your agents details
Your agents details here
Address
Highfield Court, Tollgate
Eastleigh
SOUTHAMPTON
Postcode/Country
SO5 3TY
Phone number
02380646472
Agent codes (SA/CT/PAYE)
57063
Client reference
1038771

For official use only

SA	<input type="checkbox"/>	/	/	COTAX	<input type="checkbox"/>	/	/
NIRS	<input type="checkbox"/>	/	/	EBS	<input type="checkbox"/>	/	/
COP	<input type="checkbox"/>	/	/	VAT	<input type="checkbox"/>	/	/
NTC	<input type="checkbox"/>	/	/	COP link	<input type="checkbox"/>	/	/

Note: Some of the following sections may appear blank once the form has been completed, this will reflect the information you have provided on the form. Please ensure you sign and date the appropriate box(es) below.

Your National Insurance number	<input type="checkbox"/>
<input type="text"/>	A "Y" Yes or "N" No will indicate whether or not you are self-employed
Unique Taxpayer Reference (UTR)	<input type="checkbox"/>
<input type="text"/>	A "Y" Yes or "N" No will indicate whether or not you have received your UTR
If you are a Self Assessment taxpayer, we will send your Statement of Account to you, but if you would like us to send it to your agent instead, please select here	
	<input type="checkbox"/>

Tax credits	<input type="checkbox"/>
Your National Insurance number	
<input type="text"/>	
If you have any joint tax credit claim and the other claimant wants HMRC to deal with this agent, we need both claimants to sign this authority to enable HMRC to deal with this agent.	
Name	<input type="text"/>
Joint claimant's signature	<input type="text"/>
Joint claimant's National Insurance number	<input type="text"/>

Corporation tax	<input type="checkbox"/>
Company Registration Number	<input type="text"/>
Company's Unique Taxpayer Reference	<input type="text"/>

Employer PAYE Scheme	<input type="checkbox"/>
NOTE: Do not complete this section if you are an employee. Only tick the box if you are an employer operating PAYE	
Employer PAYE reference	<input type="text"/>
	846/PH00158600

VAT	<input type="checkbox"/>
VAT Registration Number	A "Y" Yes or "N" No will indicate whether or not you have a VAT Registration Number
<input type="text"/>	<input type="checkbox"/>

What to do now

5 Where to send this form

When you have completed this form please send it to:

National Insurance Contributions and Employer Office
HM Revenue and Customs
BX9 1AN

There are some exceptions to this to help speed the handling of your details in certain circumstances. If this form:

- accompanies other correspondence, send it to the appropriate HM Revenue & Customs (HMRC) office
- is solely for Corporation Tax affairs, send it to the HMRC office that deals with the company
- is for a High Net Worth or an expatriate customer, send it to the appropriate High Net Worth Unit or the Manchester Expat Team
- accompanies a VAT Registration application, send it to the appropriate VAT Registration Unit
- has been specifically requested by an HMRC office, send it back to that office.

Please note: This page is for your reference only and does not need to be sent back to us

