

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

Please tick the box(es) and provide the reference(s) requested *only* for those matters for which you want HMRC to deal with your agent.

I, <i>(print your name)</i>
of <i>(name of your business, company or trust if applicable)</i>
authorise HMRC to disclose information to <i>(agent's business name)</i>
Accountancy & Secretarial Services
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 the right-hand side of this form.
<i>Signature</i> see note 1 overleaf before signing
SIGN HERE → X
<i>Date</i>

Give your personal details or company registered office here

Address
Postcode
Phone number

Give your agent's details here

Address	Accountancy & Secretarial Services
	773 Uxbridge Road
	Hayes
	Middlesex
Postcode	UB4 8HY
Phone number	0208 561 8388
Agent codes (SA/CT/PAYE)	
	K6088J – SA
Client reference	

Individual*/Partnership*/Trust* Tax Affairs
*delete as appropriate (including National Insurance)

Your National Insurance number *(individuals only)*
 If you are self employed tick here

Unique Taxpayer Reference (UTR) *(if applicable)*
 If UTR not yet issued tick here

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 tick here

Tax credits

Your National Insurance number *(only if not entered above)*

If you have a joint tax credit claim and the other claimant wants HMRC to deal with this agent, they should sign here
Name

Signature

Joint claimant's National Insurance number

Corporation Tax

Company Registration Number

Company's Unique Taxpayer Reference

NOTE: Do not complete this section if you are an employee. Only tick the box if you are an employer operating PAYE

Employer PAYE Scheme

Employer PAYE reference

VAT *(see notes 2 and 5 overleaf)*

VAT Registration Number

If not yet registered tick here

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"/>	/	/	/