

HM Revenue & Customs reference

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

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National Insurance number (Individuals only)

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Company, Limited Liability Partnership or Limited Partnership Registration number

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Please read the notes on the back before completing this authority

This authority overrides any earlier authority given to the HM Revenue & Customs. 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 HM Revenue & Customs.

Signature _____ Date ____ / ____ / ____

(please see note 1 before signing)

| | | | | | | | | | | | | | | |
|--|---------|--|--|----------|------------------|---|---------|--|--|----------|------------------|------------|----------------|------------------|
| <p><i>Please give your details here</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 5px;">Address</td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="padding: 5px;">Postcode</td></tr> <tr><td style="padding: 5px;">Telephone number</td></tr> </table> <p><i>(if you are willing for us to contact you by phone)</i></p> | Address | | | Postcode | Telephone number | <p><i>Please give your agent's details here</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 5px;">Address</td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="padding: 5px;">Postcode</td></tr> <tr><td style="padding: 5px;">Telephone number</td></tr> <tr><td style="padding: 5px;">Fax number</td></tr> <tr><td style="padding: 5px;">E-mail address</td></tr> <tr><td style="padding: 5px;">Client reference</td></tr> </table> | Address | | | Postcode | Telephone number | Fax number | E-mail address | Client reference |
| Address | | | | | | | | | | | | | | |
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| Postcode | | | | | | | | | | | | | | |
| Telephone number | | | | | | | | | | | | | | |
| Address | | | | | | | | | | | | | | |
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| E-mail address | | | | | | | | | | | | | | |
| Client reference | | | | | | | | | | | | | | |

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.

When you have completed this form please send it to HM Revenue & Customs, CAA Team, Longbenton, Newcastle upon Tyne NE98 1ZZ unless the form is for Corporation Tax in which case send it to your HM Revenue & Customs office.

For official use

| <p>Customer records noted <i>please complete the relevant boxes opposite</i></p> <p>Form(s) 64-6A issued <input type="checkbox"/></p> <p>_____ <i>Initials</i></p> <p>____ / ____ / ____ <i>Date</i></p> | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 5%; text-align: center;">✓</th> <th style="width: 15%; text-align: center;"><i>Initials</i></th> <th style="width: 15%; text-align: center;"><i>Date</i></th> </tr> </thead> <tbody> <tr> <td>SA</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">____ / ____ / ____</td> </tr> <tr> <td>COP</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">____ / ____ / ____</td> </tr> <tr> <td>NTC</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">____ / ____ / ____</td> </tr> <tr> <td>EBS</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">____ / ____ / ____</td> </tr> <tr> <td>COTAX</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">____ / ____ / ____</td> </tr> <tr> <td>NIRS2</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">____ / ____ / ____</td> </tr> </tbody> </table> | | ✓ | <i>Initials</i> | <i>Date</i> | SA | <input type="checkbox"/> | _____ | ____ / ____ / ____ | COP | <input type="checkbox"/> | _____ | ____ / ____ / ____ | NTC | <input type="checkbox"/> | _____ | ____ / ____ / ____ | EBS | <input type="checkbox"/> | _____ | ____ / ____ / ____ | COTAX | <input type="checkbox"/> | _____ | ____ / ____ / ____ | NIRS2 | <input type="checkbox"/> | _____ | ____ / ____ / ____ |
|--|--|-----------------|--------------------|-----------------|-------------|----|--------------------------|-------|--------------------|-----|--------------------------|-------|--------------------|-----|--------------------------|-------|--------------------|-----|--------------------------|-------|--------------------|-------|--------------------------|-------|--------------------|-------|--------------------------|-------|--------------------|
| | ✓ | <i>Initials</i> | <i>Date</i> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SA | <input type="checkbox"/> | _____ | ____ / ____ / ____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COP | <input type="checkbox"/> | _____ | ____ / ____ / ____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NTC | <input type="checkbox"/> | _____ | ____ / ____ / ____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| COTAX | <input type="checkbox"/> | _____ | ____ / ____ / ____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NIRS2 | <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 your agent doesn't deal with **all** your HM Revenue & Customs 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 HM Revenue & Customs.
- 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.hmrc.gov.uk/sa/agentlist.htm or contact any HM Revenue & Customs 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

HM Revenue & Customs 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 HM Revenue & Customs' 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 HM Revenue & Customs unless the law permits us to do so.