

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

Inland Revenue reference

National Insurance 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, \_\_\_\_\_ (please print your name)  
 authorise \_\_\_\_\_ (please print your agent's 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>• <b>Please give your details here</b></p> <p>Full address _____        _____        _____        _____ Postcode _____</p> <p>Telephone number _____  <i>(If you are willing for us to contact you by phone)</i></p>	<p>• <b>Please give your agent's details here</b></p> <p>Full address _____        _____        _____        _____ Postcode _____</p> <p>Telephone number _____        Fax number _____        Agent's reference _____</p>
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**Only for customers who have Self Assessment Tax Returns (not including companies)**

If you use a paper version of the Self Assessment Tax Return, 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

Please note, if your agent sends your Tax Return electronically, we will send a paper version of your Statement of Account to you, and your agent will receive an electronic copy.

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

**For official use**

<p>• Customer's records noted - please complete the relevant boxes opposite</p> <p>• Form(s) 64-6A issued <input type="checkbox"/></p> <p>_____/_____/_____  <i>Initials Date</i></p>	<p>Please '✓'</p> <table border="0"> <tr> <td>Tax</td> <td><input type="checkbox"/></td> <td>_____ <i>Initials</i></td> <td>_____/_____/_____ <i>Date</i></td> </tr> <tr> <td>NICs</td> <td><input type="checkbox"/></td> <td>_____ <i>Initials</i></td> <td>_____/_____/_____ <i>Date</i></td> </tr> <tr> <td>Tax Credits</td> <td><input type="checkbox"/></td> <td>_____ <i>Initials</i></td> <td>_____/_____/_____ <i>Date</i></td> </tr> <tr> <td>Others</td> <td><input type="checkbox"/></td> <td>_____ <i>Initials</i></td> <td>_____/_____/_____ <i>Date</i></td> </tr> </table>	Tax	<input type="checkbox"/>	_____ <i>Initials</i>	_____/_____/_____ <i>Date</i>	NICs	<input type="checkbox"/>	_____ <i>Initials</i>	_____/_____/_____ <i>Date</i>	Tax Credits	<input type="checkbox"/>	_____ <i>Initials</i>	_____/_____/_____ <i>Date</i>	Others	<input type="checkbox"/>	_____ <i>Initials</i>	_____/_____/_____ <i>Date</i>
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## 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
Yourself (for your personal tax)	You
Companies	The secretary or other responsible officer of the company
Partnerships	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.
Trusts	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 the Inland Revenue does

- Once we have received your completed form 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. Contact any Inland Revenue office if you would like information about what will be sent to you and/or your agent.
- We don't send anyone completing a Corporation Tax Self Assessment return a Statement 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 specified in our notification made to the Data Protection Commissioner, 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 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.