HM Revenue & Customs

Authorising your agent

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 and 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, (print your name)

of (name of your business, company or trust if applicable)

authorise HMRC to disclose information to

(agent's business name)

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.

Signature see note 1 overleaf before signing

Date

Give your personal details or company registered office here

Address

Postcode

Phone number

Give your agent's details here

Address	
Payright Payroll Ltd	
1st Floor, 12 St John's Way, St Jonh's Business Estate	
Downham Market, Norfolk	
Postcode	PE38 0QQ
Phone number	01366 384642
Agent codes (SA/CT/PAYE)	
HU4873	
Client reference	

For official use only

SA	☐	/ /	COTAX	☐	/ /
NIRS	☐	/ /	EBS	☐	/ /
COP	☐	/ /	VAT	☐	/ /
NTC	☐	/ /	COP link	☐	/ /

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.

Individual*/Partnership*/Trust* Tax Affairs ✔ * select
*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 ☐