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 & 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)

HAWKINS PROFESSIONAL SERVICES LTD

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

Telephone number

Give your agent's details here

Address

1 REPTON HOUSE, REPTON CLOSE
BASILDON, ESSEX

Postcode SS13 1LJ

Telephone number 0844 335 1324

Agent codes (SA/CT/PAYE) (SA) W9436A
(CT) X5485B (PAYE) HO2206

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 *(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 ☐