



Completing this form

Use this form if you want an **intermediary**, such as a relative or Citizens Advice, to act on your behalf about your tax credits and/or Child Benefit. Please do **not** use it to authorise an accountant or other paid professional advisor to act on your behalf.

Your details

Surname

First name(s)

Address

Postcode

Date of birth *DD MM YYYY*

National Insurance number (if any)

Your partner's details

Please ask your current partner to complete this section if you have a joint claim to tax credits.

Surname

First name(s)

Address *if different from your partner*

Postcode

Date of birth *DD MM YYYY*

National Insurance number (if any)

Intermediary's details

<p>Name of intermediary <input type="text"/></p> <p>Address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Postcode <input type="text"/></p> <p>What is your relationship to the customer? <i>(Please complete all the boxes that apply to you)</i></p> <p>Relative <input type="checkbox"/> Friend <input type="checkbox"/></p> <p>Employer <input type="checkbox"/> 3rd party organisation <input type="checkbox"/></p>	<p>Name of organisation <input type="text"/></p> <p>Organisation reference number <input type="text"/></p> <p>Name of caseworker (if any) <input type="text"/></p> <p>Case reference (if any) <input type="text"/></p> <p>Phone number <input type="text"/></p> <p>You must now complete the authority on page 2</p>
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Tax credits/Child Benefit authority

I have read the Data Protection message below and agree that HM Revenue & Customs may give information to, and talk to, the organisation named on this form about my

Please tick and complete all the boxes that apply to you

Tax credits *(if you claimed tax credits as a couple, your partner must also sign below)*

Child Benefit *(please enter your Child Benefit number below)*

C H B

The authority will last for 12 months from the date you sign this form unless you enter an end date in this box. If later you wish to change the date, please write and tell us.

End date *DD MM YYYY*

Your signature

Date *DD MM YYYY*

Your partner's signature

Date *DD MM YYYY*

Data Protection Act

How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, 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 the 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 or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to www.hmrc.gov.uk and look for *Data Protection Act* within the Search facility.

What to do now

Once you have completed this form please return it to

Tax Credit Office

Preston

PR1 0SB