



### Who should fill in this form

Fill in this form if you want an intermediary, such as a relative or Citizens Advice, to help you with your tax credits award. Do not use it to authorise an accountant or other paid professional advisor. This authority does not allow your intermediary to request personal information held about you under the subject access provisions of the Data Protection Act 2018 and the General Data Protection Regulation. For a joint tax credits claim, both applicants need to fill in and sign this form.

### Your details

**Title**

**Last name or family name**

**First name and middle names**

First name

Middle names

**Address**

Postcode

**Date of birth** DD MM YYYY

**National Insurance number** if any

### Your partner's details

**Title**

**Last name or family name**

**First name and middle names**

First name

Middle names

**Address** if different from your partner

Postcode

**Date of birth** DD MM YYYY

**National Insurance number** if any

### Intermediary's details fill in all relevant boxes

**Name and address**

First name

Last name or family name

Address

Postcode

**Phone number**

**What is the intermediary's relationship to you?**  
 Complete all the boxes that apply to you

Relative  Friend

Employer  Third party organisation

**Name of organisation** if applicable

**Organisation reference number** if applicable

**Name of caseworker** if any

**Case reference** if any

You must now complete the authority on page 2

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## Tax credits


I have read the Data Protection Act message below and agree that HM Revenue and Customs may give information to, and talk to, the organisation or person named on this form about my child tax credit/working tax credit (if you claimed tax credits as a couple, your partner must also sign below).

The authority will last for 12 months from the date you sign this form unless you enter an earlier or later end date in this box.

End date DD MM YYYY

Your signature

Your partner's signature

 We do not accept scanned or photocopied signatures

Date signed DD MM YYYY

Date signed DD MM YYYY

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## Data Protection Act


### How we use your information

HM Revenue and Customs is a Data Controller under the Data Protection Act 2018 and the General Data Protection Regulation. 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 and Customs unless the law permits us to do so.

 For more information, go to [www.gov.uk/data-protection](http://www.gov.uk/data-protection)

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## Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you.

 For more information, go to [www.gov.uk/hmrc/your-charter](http://www.gov.uk/hmrc/your-charter)

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## What to do now

When you have filled in this form send it to:

Tax Credits Office  
IAA Team  
HMRC  
BX9 1ER

 You do not need to include a street name or PO box