



Who should fill in this form

Fill in this form if you want an intermediary, such as a relative or Citizens Advice, to act on your behalf about your tax credits or Child Benefit. Do not use it to authorise an accountant or other paid professional advisor to act on your behalf. 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

Tax credits/Child Benefit authority

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:
(tick the appropriate box below to show which claim or claims your authority applies to)

- **Child Tax Credit/Working Tax Credit**
(if you claimed tax credits as a couple, your partner must also sign below)
- **Child Benefit/Guardian's Allowance**


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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Your signature

Your partner's signature

 We do not accept scanned or photocopied signatures

Date signed DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date signed DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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

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

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