



# HM Revenue & Customs

## Nominating someone to contact us on your behalf

Use this form to nominate a person or organisation to contact us on your behalf about your Child Benefit or Guardian's Allowance. We refer to this person as an 'intermediary'. For example, this could be a family member, friend or advice worker from an organisation such as Citizens Advice. It does not include an agent, such as a professional accountant or tax adviser.

### Restrictions

Your intermediary can only discuss and receive information about your Child Benefit or Guardian's Allowance.

They cannot request or access other personal information we hold about you or tell us about any changes for you.

This is in accordance with the 'subject access rules' of the Data Protection Act 2018 and the General Data Protection Regulation.

It is still your responsibility to tell us immediately about any changes that may affect your entitlement to Child Benefit or Guardian's Allowance.

You must also tell us straightaway if you want to remove or change your nominated intermediary.

### How to fill in this form

Please fill in this form using capital letters. Then send it to the address shown on page 2. The questions in this form are to confirm that you are the person entitled to Child Benefit or Guardian's Allowance.

#### If you need help

For more information:

- go to [www.gov.uk/child-benefit](http://www.gov.uk/child-benefit)
- phone the Child Benefit Helpline on 0300 200 3100
- use Relay UK (if you cannot hear or speak on the phone) 18001 0300 200 3100

## About you

Please answer all the questions below.

<b>1 Last name or family name</b> <input type="text"/>	<b>5 Address</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Postcode</small> <input type="text"/>
<b>2 First names</b> <input type="text"/> <input type="text"/>	<b>6 Daytime telephone number - including dialling code</b> <input type="text"/>
<b>3 Date of birth DD MM YYYY</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<b>4 National Insurance number</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

## About the person you want to nominate

Please answer all the questions below if you are nominating a family member or friend.

<b>7 Last name or family name</b> <input type="text"/>	<b>10 Address</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Postcode</small> <input type="text"/>
<b>8 First names</b> <input type="text"/> <input type="text"/>	<b>11 Daytime telephone number - including dialling code</b> <input type="text"/>
<b>9 Date of birth DD MM YYYY</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>12 Relationship to you</b> <input type="text"/>

## About the organisation you want to nominate

Please answer all the questions below if you are nominating an organisation.

<b>13 Organisation name</b> <input type="text"/>	<b>15 Daytime telephone number - including dialling code</b> <input type="text"/>
<b>14 Address</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Postcode</small>	

## Declaration

I:

- authorise the person or organisation named in this form to discuss matters about my Child Benefit or Guardian's Allowance
- have read the Data Protection Act message, 'How we use your data', and agree that HM Revenue and Customs give information to, and talk to, the organisation or person named on this form
- understand this authority will last for 12 months from the date I sign this form, unless I enter an earlier end date in the box below
- will tell HMRC of any changes that may affect my entitlement to Child Benefit or Guardian's Allowance
- declare that the information I have given on this form is correct and complete to the best of my knowledge and belief

**Early authority end date** if applicable

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

**Signature**

**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"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

**Name**

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

## 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 set out in our notification to the Information Commissioner. This included the assessment and collection of tax and duties, and the payment of benefits and the prevention and detection of crime. We may use this information for these purposes.

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 get about you with what is already on our records. This can include information you give us, as well as by others. This could be from 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)

## Your rights and obligations

HMRC Charter explains what you can expect from us and what we expect from you. For more information, go to [www.gov.uk/government/publications/hmrc-charter](http://www.gov.uk/government/publications/hmrc-charter)

## What to do next

Send this form to:

Child Benefit Office  
HM Revenue and Customs  
BX9 1GT