

Name and Address _____ Dis. Book No _____

_____ Date of Birth _____

_____ National Insurance No. _____

Post Code _____ Tel No. _____

E-mail: _____ UTR No. _____

This short questionnaire will enable us to deal more efficiently with claims, and to settle your affairs more accurately.

Status: Married Single Spouse's Name & D.O.B. & National Ins. No. _____Separated Divorced _____Do you receive Child Benefit Yes No Do you receive Bank/Building Society Interest Yes No Do you receive income from shares, unit trusts etc Yes No Do you receive income from property rental Yes No Do you have a Personal Pension? Yes No Pension Provider _____Do you have a Student Loan Yes No

Are you in receipt of a pension, if so name of source _____

Job Title: _____

Name of Employer: _____

Approximate date and amount of last tax refund if any: _____

So that we can check on any possible 100% claims could you please let us have details of your Sea Service for the previous four years. You can do this by either photo-copying your Discharge Book, or copying onto one of the enclosed forms, indicating any voyages which were totally foreign. Where voyages were not totally foreign further information may be required.

Any current tax problems, including refunds due and not received; or is the tax man after you for money?

Please note our enrolment fee is £225 inc. VAT. Please make cheques payable to Seatax Ltd or alternatively pay by following the link on our website.

THE FOLLOWING FORMS FOR HMRC NEED TO BE POSTED BACK TO THE SEATAX OFFICE AS HMRC WILL NOT ACCEPT SCANNED/COPIED SIGNATURES

RECORD OF SEA SERVICE



Name _____

Name of Ship	Date and place of joining ship	Date and place of leaving ship	Dates of arrival and departure from U.K. including any overnight stays in U.K. during the voyage

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.

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.

I, *(print your name)*

of *(name of your business, company or trust if applicable)*

N/A

authorise HMRC to disclose information to

(agent's business name) SEATAX 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

Phone number

Give your agent's details here

Address **SEATAX LTD**

ELGIN HOUSE

83 THORNE ROAD

DONCASTER

Postcode **DN1 2ES**

Phone number **01302 364673**

Agent codes (SA/CT/PAYE) **N1013A**

Client reference

~~Individual~~ ~~Partnership~~ ~~Trust~~ Tax Affairs
**delete as appropriate (including National Insurance)*

Your National Insurance number *(individuals only)*

If you are self employed tick here

Unique Taxpayer Reference (UTR) *(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

For official use only

SA	<input type="checkbox"/>	/	/	/	COTAX	<input type="checkbox"/>	/	/	/
NIRS	<input type="checkbox"/>	/	/	/	EBS	<input type="checkbox"/>	/	/	/
COP	<input type="checkbox"/>	/	/	/	VAT	<input type="checkbox"/>	/	/	/
NTC	<input type="checkbox"/>	/	/	/	COP link	<input type="checkbox"/>	/	/	/

VAT *(see notes 2 and 5 overleaf)*

VAT Registration Number

If not yet registered tick here

Do you need to complete a tax return?

There are a number of reasons why you may have to complete a tax return for the first time. For example, if you:

- become a company director
- start to get income from land and property in the UK
- have taxable foreign income of more than £300
- sell shares, property or other assets liable to Capital Gains Tax
- have annual income of £100,000 or more
- get untaxed income which cannot be collected through your PAYE code.

If you are unsure whether you need to complete a tax return please phone the Self Assessment Helpline on **0845 900 0444** (open from 8.00 am to 8.00 pm, seven days a week) or go to www.hmrc.gov.uk/sa/need-tax-return.htm

How to get a tax return

If you need to complete a tax return, first you must register for Self Assessment to get a Unique Taxpayer Reference (UTR). The easiest way to do this is to phone the Self Assessment Helpline on **0845 900 0444**. Make sure you have all the information this form asks for to hand before you phone us. Or you can fill in the form and send it to the address shown on page 2.

If you are self-employed

If you are now self-employed you cannot use this form to register. Phone the Helpline for the Newly Self-Employed on **0845 915 4515** or go to www.hmrc.gov.uk/leaflets/se1.pdf and complete and return form CWF1 *Becoming self-employed and registering for National Insurance contributions and/or tax*.

i Please use capital letters to fill in the boxes.

About you

i Take particular care to complete the questions marked with this symbol.

Title - enter MR, MRS, MISS, MS, or other title

Surname or family name

First name(s)

Previous surname *if applicable*

Date of name change DD MM YYYY

i Your National Insurance number (NINO)

You must get a NINO before you can register for Self Assessment. To apply for a NINO you should attend an Evidence of Identity interview at a Jobcentre Plus or Social Security office. Please contact the Department for Work and Pensions on **0845 600 0643**.

If you believe that you do not need a UK NINO please give your reasons below.

i Your date of birth DD MM YYYY

If you have been within Self Assessment before, please tell us your previous UTR. This is the ten-digit reference in the top left-hand corner on page 1 of your tax return.

Your address

Postcode

Your daytime contact phone number

Now go to page 2

