



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 ☐ Plan 1 ☐ Plan 2 ☐

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?

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.

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

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.

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

VAT ☐ (see notes 2 and 5 overleaf)

VAT Registration Number

If not yet registered tick here ☐

For official use only

SA ☐ / /
NIRS ☐ / /
COP ☐ / /
NTC ☐ / /

COTAX ☐ / /
EBS ☐ / /
VAT ☐ / /
COP link ☐ / /



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). If you are in business go to hmrc.gov.uk/register to find out how to register. If you are not in business, you can use this form to give HMRC the information they need to set tax records up for you and your UTR will then be posted to you. To find out if you need to complete this form please go to hmrc.gov.uk/taxreturn.

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 have a NINO before you can register for Self Assessment.

If you do not have a UK NINO you must 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. You can find this ten-digit reference number on correspondence from HMRC, for example, your Self Assessment statement.

Your address

Postcode

Your daytime contact phone number

Now go to page 2.

Why do you need to complete a tax return?

i You must complete this section.

Tell us by ticking a box for any of the following reasons that apply to you and entering the relevant date DD MM YYYY

I became a company director

☐ on

I have been getting income from land and property in the UK

☐ from

I have been getting taxable foreign income in excess of £300 a year

☐ from

I receive annual income from a trust or settlement

☐ from

My annual income will exceed £100,000

☐ from

I have been getting untaxed income that cannot be collected through my PAYE tax code

☐ from

My income is over £50,000 and my partner or I will keep getting Child Benefit payments on or after 7 January 2013

☐ from

I have Capital Gains Tax to pay *please indicate tax year*

☐ 0 5 0 4

Any other reason *give details below*

SEAFARER CLAIMING SEAFARERS EARNINGS DEDUCTION

What date does this apply from? DD MM YYYY

Your declaration

i You must sign and date the declaration.

I declare that

- the information I have given on this form is complete and correct to the best of my knowledge and belief
- I will tell HM Revenue and Customs straightaway if my circumstances or plans change in a way that affects the answers I have given on this form.

Signature

Date DD MM YYYY

i Please send your completed form to: SEATAX LTD, Elgin House, 83 Thorne Road, Doncaster, DN1 2ES

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