



Name and Address _____ Dis. Book 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?

Please note our enrolment fee is £275 inc. VAT. Please make cheques payable to Seatax Ltd or alternatively pay by following the link on our website.

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. Please state if voyage was totally foreign



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

~~Central Agency Authorisation Team, National Insurance Contributions Office, Benton Park View,
Newcastle upon Tyne, NE98 1ZZ.~~



HM Revenue & Customs

This form was updated in March 2022.

Read the Notes on page 3 before filling in this authority

If you do not have an agent but would like another person to communicate with HMRC on your behalf follow the guidance at www.gov.uk/appoint-tax-agent

This form overrides any earlier authority given to HMRC.

HMRC may contact you in the future to reauthorise your agent relationship to comply with the UK General Data Protection Regulation (UK GDPR). For more details on what your agent will have access to, follow the guidance at www.gov.uk/government/publications/tax-agents-and-advisers-authorising-your-agent-64-8

To change your agent or withdraw your consent

Follow the guidance at www.gov.uk/guidance/change-or-remove-your-tax-agents-authorisation

Multiple agents

If you have more than one agent (for example, one acting for the PAYE scheme and another for Corporation Tax) fill in one of these forms for each agent.

I, (print your name)
of (name of business, company or trust if applicable)
authorise HMRC to disclose information to (agent's business name)

Give your personal details or company registered office here

Address
Postcode
Phone number

I confirm that the nominated agent has agreed to act on my behalf, and the authorisation is correct and complete. This authorisation is limited to the matters indicated on this form.
Signature
Date

Give your agent's details here

Address
Post code
Phone number
Agent code (SA)
Agent code (CT)
Client reference

Authorising your agent

Self Assessment

☐

If you tick this box you must give your National Insurance number (NINO) and/or your Unique Tax reference (UTR)

Partnership

☐

If you tick this box you must give your Unique Tax reference (UTR)

Your agent will have access to your Self Assessment and Partnership information such as your income, tax, national insurance, pension as well as your personal and financial information. For more information go to www.gov.uk/selfassessment

National Insurance number

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Unique Tax reference (UTR) if applicable

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If UTR has not been issued yet tick here ☐

If you're a Self Assessment taxpayer, we'll send your Statement of Account to you, but if you would like us to send it to your agent instead tick here ☐

Paying any amount due is your responsibility.

Trust

☐

Your agent will have access to your personal and financial information for your trust. For more information go to www.gov.uk/trusts-taxes

Unique Tax Reference (UTR) if applicable

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Individual Pay As You Earn (PAYE)

☐

Your agent will have access to your PAYE information such as your income, tax, national insurance, pension as well as your personal and financial information. For more information go to www.gov.uk/topic/personal-tax/income-tax

National Insurance number

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