



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  Plan 4

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](https://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](https://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*

Any other reason *give details below*

SEAFARER CLAIMING SEAFARERS EARNINGS DEDUCTION

What date does this apply from? DD MM YYYY

<input type="text"/>							
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## 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

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



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

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

Unique Tax reference (UTR) if applicable

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

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

**Corporation Tax**

Your agent will have access to your company and financial information and be able to update the company communication and contact details. For more information go to [www.gov.uk/topic/business-tax/corporation-tax](http://www.gov.uk/topic/business-tax/corporation-tax)

**Company Registration number**

**Company's Unique Tax reference**

**Tax credits**

Your agent will have access to your personal and financial information relating to your Tax Credit claim. They can act on your behalf but cannot receive payments. Correspondence will still be sent to you. For joint tax credit claims we need both claimants to sign this authority for HMRC to deal with your agent. For more information go to [www.gov.uk/taxcredits](http://www.gov.uk/taxcredits)

**National Insurance number**

If you have a joint tax credit claim and the other claimant wants HMRC to deal with this agent, they must give their name and sign here

**Joint claimant's name**

**Joint claimant's National Insurance number**

**Joint claimant's signature**

**VAT**

Please note if you have signed up for Making Tax Digital for VAT, this form cannot be used to authorise an agent to manage your Making Tax Digital services.

We'll continue to send correspondence to you rather than to your agent but we can deal with your agent in writing or by phone on specific matters.

If your agent wants to submit VAT returns online on your behalf, you'll need to authorise them through your business tax account or ask your agent to begin authorisation through their digital services. You may receive a letter containing a PIN which you'll need to pass to your agent to complete authorisation.

For more information go to [www.gov.uk/topic/business-tax/vat](http://www.gov.uk/topic/business-tax/vat)

**VAT Registration number**

If not registered yet tick here

**Construction Industry Scheme (CIS)**

Your agent will have access to your returns, subcontractors' income and deductions.

For more information go to [www.gov.uk/what-is-the-construction-industry-scheme](http://www.gov.uk/what-is-the-construction-industry-scheme)

**CIS Reference number**

**PAYE Reference number**

**Agent Government Gateway identifier**

(required for online access)

**PAYE Agent ID code**

Please select below how you would like your agent to receive the information, you can tick more than one box.

I am a contractor in the CIS and authorise the agent named above to use the CIS online services to receive information over the internet from HMRC on my behalf and I have given my Agent Government Gateway ID and PAYE Agent code.

I am a contractor in the CIS and authorise the agent named above to receive information over the phone and in writing from HMRC on my behalf.

**Employers' PAYE**

Note: Only complete this section if you're an employer operating PAYE.

Your agent will have access to your employees' personal and financial information.

For more information go to [www.gov.uk/payee](http://www.gov.uk/payee)

**PAYE Reference number**

**Agent Government Gateway identifier**

(required for online access)

**PAYE Agent ID code**

Please select below how you would like your agent to receive the information, you can tick more than one box.

I authorise the agent named above to use PAYE online services to receive information over the internet from HMRC on my behalf and I have given my Agent Government Gateway ID and PAYE Agent ID code.

I authorise the agent named above to receive information over the phone and in writing from HMRC on my behalf.