



**HM Revenue  
& Customs**

**Customer Operations  
National Insurance Contributions Office  
CAAT Agent Maintainer, BP2302  
Benton Park View  
Longbenton  
Newcastle Upon Tyne  
NE98 1ZZ**

Pension Practitioner.com  
Daws House  
33-35 Daws Lane  
London  
NW7 4SD

[www.hmrc.gov.uk](http://www.hmrc.gov.uk)

**Date** 16 June 2011  
**Our ref** AMT/SH/LR

Thank you for your 64-8 dated 14/3/11, which is requesting that we enter / amend your agent details on our National Self Assessment / Corporation Tax Database.

In order to process your request we need to confirm some information with you.

Will you please reply using the reply sheet enclosed and **return this letter, the reply sheet and the enclosed 64-8** to the address shown above and we will take the action necessary to process your request.

To find more information go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) and select *Tax agents and advisers*.

---

Information is available in large print, audio and Braille formats.  
Text Relay service prefix number – 18001



Director: Ian McDonald

091123 AM21 Request for more Info



We need to confirm whether you are already registered as an agent on our National Self Assessment (SA) / Corporation Tax (CoTax) Agent Database. Therefore would you please complete this form using BLOCK CAPITALS and return the form and any enclosed correspondence as soon as possible.

Are you a:    New Agent ☐    Agent ID Code(s) required for SA ☐  
CoTax ☐

Existing Agent ☐    Agent ID Code(s) SA: \_\_\_\_\_ (if known)  
CoTax: \_\_\_\_\_ (if known)

Your current agent details (to appear on all HMRC self assessment correspondence)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_ (landline preferable)

Any previous agent Names / Addresses:

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
Postcode: _____	Postcode: _____

If you are acting as agent on behalf of a family member or a friend and do not wish to override any current agent details held on their account, please tick here ☐



## Authorising your agent

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)

NEIL MORHAM RUTHERFORD

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

RUTHERFORD PENSION PLAN

authorise HMRC to disclose information to

(agent's business name)

PENSION PRACTITIONER . COM

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

*Neil Morham Rutherford*

Date

14 / 3 / 2011

Give your personal details or Company registered office here

Address

12 BEECH AVENUE  
DUMBRECK  
GLASGOW

Postcode

G41-5BX

Telephone number

0141 427 5391

Give your agent's details here

Address

DAW'S HOUSE  
33-35 DAW'S LANE  
LONDON

Postcode

NW7-4SD

Telephone number

0800 634 4862

Agent codes (SA/CT/PAYE)

Client reference

For official use only

SA

☐

/

/

NIRS

☐

/

/

COP

☐

/

/

NTC

☐

/

/

COTAX

☐

EBS

☐

VAT

☐

COP link

☐

HMRC Received  
31 MAR 2011  
86  
BENTON PARK VIEW

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 ☐ \*select

\*delete as appropriate (including National Insurance)

Your National Insurance number (individuals only)

Y X 8 2 6 6 3 4 B

If you are  
self employed  
tick here ☐

Unique Taxpayer Reference (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 ☐