

Use this form if you want an **intermediary**, such as Citizens Advice, to act on your behalf about your tax credits and/or Child Benefit. Please do **not** use it to authorise an accountant or other professional adviser to act on your behalf.

If you want different intermediaries to deal with your tax credits and Child Benefit, please complete a separate form for each.

Please read the Data Protection message below before you fill in the form. If you and your partner have recently separated, the intermediary may say that they will only act for one of you.

## Your details

### You

Please write in capital letters.

Your full name

Address

Postcode

Rest of address, including house or flat number

  
  

Date of birth *DD MM YYYY*

National Insurance number (if any)

### Your Partner

Please ask your partner to complete this section if you have a current joint claim to tax credits

Your full name

Address

Postcode

Rest of address, including house or flat number

  
  

Date of birth *DD MM YYYY*

National Insurance number (if any)

## Data Protection Act

### How we use your information

HM Revenue & Customs is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner, including the assessment and collection of tax and duties, the payment of benefits and the prevention and detection of crime, and may use this information for any of them.

We may get information about you from others, or we may give information to them. If we do, it will only be as the law permits to

- check the accuracy of information
- prevent or detect crime
- protect public funds.

We may check information we receive about you with what is already in our records. This can include information provided by you, as well as by others, such as other government departments and agencies and overseas tax and customs authorities.

We will not give information about you to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to **[www.hmrc.gov.uk](http://www.hmrc.gov.uk)** and look for Data Protection Act within the *Search* facility.

*Please turn over*

## Intermediary's details

Name of organisation <input type="text"/>	Address Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Organisation reference number <input type="text"/>	Rest of address, including house or flat number <input type="text"/> <input type="text"/>
Name of caseworker, if any <input type="text"/>	Phone number <input type="text"/>
Case reference, if any <input type="text"/>	

Please complete either or both of the 'Authority' sections below.

### Child Benefit Authority

I have read the Data Protection message below and agree that H M Revenue & Customs may give information to, and talk to, the organisation named on this form about my Child Benefit.

End date *DD MM YYYY*  
If you do not enter an end date, the authority will last for four months from the date you sign this form. If later you wish to change the date, please write and tell us.

Signature

Date *DD MM YYYY*

### Tax credits Authority

I have read the Data Protection message below and agree that H M Revenue & Customs may give information to, and talk to, the organisation named on this form about my tax credits.

End date *DD MM YYYY*  
If you do not enter an end date, the authority will last for four months from the date you sign this form. If later you wish to change the date, please write and tell us.

Signature

Date *DD MM YYYY*

If you claimed tax credits as part of a couple, your partner must also sign below.

Signature

Date