


**SEATAX LTD**

Name and Address \_\_\_\_\_ Dis. Book No \_\_\_\_\_

\_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_ National Insurance No. \_\_\_\_\_

Post Code \_\_\_\_\_ Tel No. \_\_\_\_\_

E-mail \_\_\_\_\_ Date \_\_\_\_\_

**ENROLMENT FEE: £ 215 INCLUDING VAT. PLEASE MAKE CHEQUES PAYABLE TO SEATAX LTD**

This short questionnaire will enable us to deal more efficient 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 

Date Premiums Commenced \_\_\_\_\_

Are you in receipt of a pension? If so, name of source \_\_\_\_\_

Rank/ Rating: \_\_\_\_\_

Is your income paid gross i.e., No Tax deducted at source? \_\_\_\_\_

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, if relevant. You can do this by either photocopying 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. Please state if voyage was totally foreign

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.

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.

I, <i>(print your name)</i>
of <i>(name of your business, company or trust if applicable)</i>
authorise HMRC to disclose information to
<i>(agent's business name)</i>
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.
<i>Signature</i> see note 1 overleaf before signing
<i>Date</i>

Give your personal details or company registered office here

Address
Postcode
Phone number

Give your agent's details here

Address	<b>SEATAX LTD</b>
	<b>ELGIN HOUSE</b>
	<b>83 THORNE ROAD</b>
	<b>DONCASTER</b>
Postcode	<b>DN1 2ES</b>
Phone number	<b>01302 364673</b>
Agent codes (SA/CT/PAYE)	<b>N1013A</b>
Client reference	

*For official use only*

SA	<input type="checkbox"/>	___/___/___	COTAX	<input type="checkbox"/>	___/___/___
NIRS	<input type="checkbox"/>	___/___/___	EBS	<input type="checkbox"/>	___/___/___
COP	<input type="checkbox"/>	___/___/___	VAT	<input type="checkbox"/>	___/___/___
NTC	<input type="checkbox"/>	___/___/___	COP link	<input type="checkbox"/>	___/___/___

**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*



## Do you need to complete a tax return?

There are a number of reasons why you may have to complete a tax return for the first time. For example, if you:

- become a company director
- start to get income from land and property in the UK
- have taxable foreign income of more than £300
- sell shares, property or other assets liable to Capital Gains Tax
- have annual income of £100,000 or more
- get untaxed income which cannot be collected through your PAYE code.

If you are unsure whether you need to complete a tax return please phone the Self Assessment Helpline on **0845 900 0444** (open from 8.00 am to 8.00 pm, seven days a week) or go to [www.hmrc.gov.uk/sa/need-tax-return.htm](http://www.hmrc.gov.uk/sa/need-tax-return.htm)

## 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). The easiest way to do this is to phone the Self Assessment Helpline on **0845 900 0444**. Make sure you have all the information this form asks for to hand before you phone us. Or you can fill in the form and send it to the address shown on page 2.

## If you are self-employed

If you are now self-employed you cannot use this form to register. Phone the Helpline for the Newly Self-Employed on **0845 915 4515** or go to [www.hmrc.gov.uk/leaflets/se1.pdf](http://www.hmrc.gov.uk/leaflets/se1.pdf) and complete and return form CWF1 *Becoming self-employed and registering for National Insurance contributions and/or tax*.

**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 get a NINO before you can register for Self Assessment. To apply for a NINO you should attend an Evidence of Identity interview at a Jobcentre Plus or Social Security office. Please 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. This is the ten-digit reference in the top left-hand corner on page 1 of your tax return.

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

for the tax year ending

I have Capital Gains Tax to pay

Any other reason *give details below*


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:

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