

Easy as A-B-C



A. SIGN

Only pages 1+2+3+4
where you see: **X**

Two 'Sign me TAX FIX' forms are shown. The first form has a red 'X' in the top left corner. Both forms have fields for 'Print Name', 'Date', and 'Address'. At the bottom, there is a contact box for 'TaxFix' with the phone number '0800-9552-TAX' and '0203-1512-TAX'.

Then complete the
“Employment History” and
“Contract” page in full

B. INCLUDE

Any original P45/P60s
(if you have them)

Two Revenue forms are shown, one partially overlapping the other. They appear to be P45 or P60 forms, with various fields for tax information.

We can still claim your tax
refund if you don't have
these forms, it may take a
little longer though.

C. POST

Back to Tax Fix



Send (No stamp needed
went sent from
within the UK)
your signed documents to:

FREEPOST
RLZA-XGXA-LAAB
Castlewood House
77/91 New Oxford Street
London
WC1A 1DG

Email: info@taxfix.co.uk
FreePhone: 0800-9552-TAX
London: 0203-1512-TAX

1.

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)*

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

authorise HMRC to disclose information to
(agent's business name)

who is acting on my/our behalf. This authorisation is limited to the matters shown on the right-hand side of this form.

Signature *see note 1 before signing*

Date



Give **your personal** details or Company registered office here

Address

Postcode

Telephone Number

Give **your agent's** details here

Address **TaxFix**

Castlewood House

77-91 New Oxford Street

London

Postcode **WC1A 1DG**

Telephone Number **0800 039 3088**

Agent Codes (SA/CT/PAYE) **W9591Z**

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"/>	

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
**delete as appropriate(including National Insurance).*

Your National Insurance number(individuals only)

 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~~

~~**Employer PAYE Scheme**~~

~~Employer PAYE reference~~

~~Accounts Office reference~~

~~**VAT** (see notes 2 and 5 overleaf)~~

~~VAT registration number

 If not yet registered tick here~~



Contract

- i. I, _____, have agreed that Tax Fix will be acting on behalf of myself with regards to my tax refund claim. I have signed the authorisation form to this effect.
- ii. I have completed the Employment History form and certify that it shows a true representation of my UK employment record and personal details.
- iii. Tax Fix Tax will charge a commission fee of 16.9 % + VAT of the refund amount. A minimum charge of £ 89.99 + VAT applies for PAYE claims.
The charge for a self-assessment claim is 18.9 %, with a minimum upfront fee of £120. Any repayment is made once the funds have cleared in 1st Contact Tax's account.
- iv. Tax Fix operates a no refund, no fee system (PAYE claims only).
- v. By signing this Contract I give authority for Tax Fix to act on my behalf with regards to obtaining documentation from previous and/or current employers should I request this or a time of 45 days has lapsed.
- vi. If you do not provide all the relevant documentation (P45s, P60s, Statement of earnings, etc) within forty-five days of submitting your claim, Tax Fix will endeavor to chase the required documents on your behalf. An additional charge of £20 will be deducted from your refund for each document collected.
Should the employer require a fee for providing the document, this will be added to the £20 charge.
- vii. All International transfers will be charged at £19.99.
Any bank charges arising from transfers and stopped cheques etc. will incur additional costs.
- viii. Tax Fix will keep copies of all correspondence made between you, Tax Fix and the Inland Revenue.
- ix. Tax Fix cannot be held responsible for claims that exceed the expected completion time if any of the following apply: you do not have a permanent National Insurance number; you provide incorrect and/or insufficient information; you provide incorrect and/or insufficient documentation; you have requested Tax Fix follow up outstanding documentation; unavoidable delays caused by the Inland Revenue.
- x. None of the above clauses affect your statutory rights.
- xi. Tax Fix will attempt to contact the client after their tax rebate has been processed. If we are unable to contact the client the onus falls on the client to contact Tax Fix.


*Please note: When taking advantage of Tax Fix special offers, the advertised commission rate will be charged. Special offers cannot be used in conjunction, however the lowest charge will automatically apply. All prices are exclusive of VAT.

Disclaimer: The Inland Revenue has approved the claim forms provided in this Claim Pack for use by Tax Fix only. Unauthorised use of these forms will result in your repayment being sent to Tax Fix, at which time the standard commission charge will be imposed.

I HAVE READ THE ABOVE AND AGREE TO THE TERMS AND CONDITIONS LISTED



Clients Signature
Signed on behalf of Tax Fix



Date _____



Employment History and Questionnaire

Title: (Mr/Mrs/Ms/Miss)

Arrival Date in the UK: / /

First Name:

Departure Date from the UK: / /

Surname:

Date of Birth: / /

Most recent UK address:

Overseas Address:

UK Contact number:

Overseas contact number:

Email address:

What was the last tax year for which you claimed?:

Have you left or are you leaving the UK before next April? Yes

No

Nationality:

NI Number:

EMPLOYMENT HISTORY

Please list your **FULL** employment history for the last 6 years within the UK starting with the most recent. Please continue on the back if there is not enough space below.

1. Employer Name:

Start Date: / / End Date: / /

Address:

2. Employer Name:

Start Date: / / End Date: / /

Address:

3. Employer Name:

Start Date: / / End Date: / /

Address:

4. Employer Name:

Start Date: / / End Date: / /

Address:

BANK DETAILS

Please provide the bank details of where you would like your refund deposited

Bank Name:

Account Number:

Sort Code: