

# Easy as A-B-C



## A. SIGN

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

Two overlapping forms titled 'Sign me TAX FIX'. Each form has a 'Sign me' button with a red 'X' next to it. The forms contain fields for 'Print Name', 'Date', 'Address', and 'Mobile Telephone Number'. At the bottom of each form, there is contact information: 'Email: info@taxfix.co.uk', 'FreePhone: 0800-9552-TAX', and 'London: 0203-1512-TAX'.

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

## B. INCLUDE

Any original P45/P60s  
(if you have them)

Two overlapping Revenue forms, likely P45 or P60s, showing various fields and text.

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.

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, *(print your name)*

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

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

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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*

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Date

Give your personal details or Company registered office here

Address

---



---



---

Postcode

---

Telephone Number

Give your agent's details here

Address **TaxFix Tax Services**

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**Castlewood House**

---

**77-91 New Oxford Street**

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**London**

---

Postcode **WC1A 1DG**

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Telephone Number **0800 039 3088**

---

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

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Client Reference

**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

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

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"/>		

2.

# Sign me...



## Authorisation Letter 2

Dear Sir/Madam,

I authorise taxfix.co.uk receive on my behalf the amount of any refund due.

Yours faithfully,



**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Address

National Insurance Number

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

**FREEPOST**  
RLZA-XGXA-LAAB Castlewood House,  
77/91 New Oxford St., London WC1A 1DG



**Employment History and Questionnaire**

Title: (Mr/Mrs/Ms/Miss)

First Name:

Surname:

Date of Birth:

Most recent UK address:

UK contact number:

Email address:

Have you left or are you leaving the UK before next April?    yes     no

**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:	<input type="text"/>
Start Date:	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/> End Date: <input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>

2. Employer Name:	<input type="text"/>
Start Date:	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/> End Date: <input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>

3. Employer Name:	<input type="text"/>
Start Date:	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/> End Date: <input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>

4. Employer Name:	<input type="text"/>
Start Date:	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/> End Date: <input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>

**BANK DETAILS**

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

Bank Name:

Account Number:

Sort Code:



# 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 will charge their administration fee of 16.8% for applications sent within 14 days of applying online at <http://www.taxfix.co.uk/claim>. For claims received after 14 days, 18.9% will be charged. All prices are exclusive of VAT. This is subject to a minimum charge of £89.99.  
The payment is made once the funds have cleared the Tax Fix bank 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 \_\_\_\_\_  
