

Step 1 - Your personal details

First name	
Middle name	
Surname	
Date of birth	
What's your trade?	
National Insurance No.	
Nationality	
Full address including postcode	
Telephone No.	
Mobile No.	
Email	
Photo ID included (Passport or Driving Licence. Copies only. Don't send originals)	Please tick how you'll send this: By email <input type="checkbox"/> By post <input type="checkbox"/>
Proof of Address (Last bill or bank statement. Copies only. Don't send originals)	Please tick how you'll send this: By email <input type="checkbox"/> By post <input type="checkbox"/>

How you'd like to be paid

Name of account holder	
Name of bank or building society	
Account No.	
Sort code	
Any preferred bank reference	

If you'd like your refund paid into someone else's account just let us know.

Your declaration

Please note your signature instructs us to send confirmation to your mobile number/email address of the amount that we've calculated as your Tax Refund Advance or tax owed to HMRC.

I now instruct Brian Alfred to act on my behalf in accordance with the enclosed Terms and Conditions. I also declare that the information I have given here and throughout my Tax Claim is true, accurate and correct, and that I have full receipts and records to support the expenses claimed.

Please sign and date

I've read the enclosed Brian Alfred terms and conditions

Need our help or hate forms? **Call us on 0208 570 1750**

BRIAN ALFRED

Step 2 - Income & Expenses

Please send us your P45, P60 or latest payslip for each employer. Also send in your P11D if you've been issued one.

	2016/17	2015/16	2014/15	2013/14	Notes
PAYE income					
Other income					
Total income					

Your expenses

In the years you want to claim for below, list your expenses that are essential for you to be able to do your job. Be precise and DO NOT round the amounts you enter up or down. If you've already claimed for previous years or your employer reimburses you, then you won't be able to claim for them again. **If you get stuck leave it blank and discuss with one of our advisors over the phone.**

	2016/17	2015/16	2014/15	2013/14	Notes
EXAMPLE Tools (purchased or hired)	<i>£1273</i>	<i>£876</i>	<i>£349</i>	<i>£1100</i>	N/A
Tools (purchased or hired)					
Protective clothing					
Uniform cleaning					
Professional fees/subscriptions					
Union membership					
Mileage					
Fuel costs					
Parking and tolls					
Lodgings					
Meals whilst away					
Trains, buses or taxis					
Training (essential for your trade)					

All receipts are REQUIRED in order to process your claim.

Need our help or hate forms? **Call us on 020 8570 1750**

Step 3 - Authorising Brian Alfred

Simply sign in the yellow box below and we'll do the rest.



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.

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)
of (name of your business, company or trust if applicable)
authorise HMRC to disclose information to
Brian Alfred Associates Ltd
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
Please sign and date
Date

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

Give your personal details or company registered office here

Address	
Postcode	
Phone number	

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

Give your agent's details here

Address	Brian Alfred Associates Ltd
	Falcon House
	115-123 Staines Road
	Hounslow
Postcode	TW3 3LL
Phone number	020 8570 1750
Agent codes (SA/CT/PAYE)	Z7469W / Z6993K / HU2904
Client reference	

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

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"/>	/	/	/

VAT (*see notes 2 and 5 overleaf*)

VAT Registration Number

If not yet registered tick here

1 Who should sign the form

If the authority is for

You, as an individual

A Company

A Partnership

A trust

Who signs the form

You, for your personal tax affairs

The secretary or other responsible officer of the company

The partner responsible for the partnership's tax affairs. It applies only to the partnership. Individual partners need to sign a separate authority for their own tax affairs

One or more of the trustees

2 What this authority means

• For matters other than VAT or tax credits

We will start sending letters and forms to your agent and give them access to your account information online. Sometimes we need to correspond with you as well as, or instead of, your agent.

For example, the latest information on what Self Assessment (SA) forms we send automatically can be found on our website, go to www.hmrc.gov.uk/sa/agentlist.htm or phone the SA Helpdesk on **0845 9000 444**.

You will not receive your Self Assessment Statements of Account if you authorise your agent to receive them instead, but paying any amount due is your responsibility.

We do not send National Insurance statements and requests for payment to your agent unless you have asked us if you can defer payment.

Companies do not receive Statements of Account.

• For VAT and tax credits

We will continue to send correspondence to you rather than to your agent but we can deal with your agent in writing or by phone on specific matters. If your agent is able to submit VAT returns online on your behalf, you will need to authorise them to do so through our website. For joint tax credit claims, we need both claimants to sign this authority to enable HM Revenue & Customs to deal with your agent.

3 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 or agencies and overseas tax and customs authorities. We will not give information to anyone outside HM Revenue & Customs unless the law permits us to do so. For more information go to www.hmrc.gov.uk and look for *Data Protection Act* within the *Search* facility.

4 Multiple agents

If you have more than one agent (for example, one acting for the PAYE scheme and another for Corporation Tax), please sign one of these forms for each.

5 Where to send this form

When you have completed this form please send it to:

**HM Revenue & Customs
Central Agent Authorisation Team
Longbenton
Newcastle upon Tyne
NE98 1ZZ**

There are some exceptions to this to help speed the handling of your details in certain circumstances. If this form:

- accompanies other correspondence, send it to the appropriate HM Revenue & Customs (HMRC) office
- is solely for Corporation Tax affairs, send it to the HMRC office that deals with the company
- is for a High Net Worth or an expatriate customer, send it to the appropriate High Net Worth Unit or the Manchester Expat Team
- accompanies a VAT Registration application, send it to the appropriate VAT Registration Unit
- has been specifically requested by an HMRC office, send it back to that office.

Letter of Legal Assignment

Simply sign in the yellow box below and we'll do the rest.

BRIAN ALFRED

Brian Alfred Associates Ltd,
Falcon House, 115-123 Staines Road,
Hounslow TW3 3LL

T: 020 8570 1750 **F:** 020 8577 8609

E: tax@brianalfred.co.uk **W:** www.brianalfred.co.uk

HMRC
PAYE and Self Assessment
BX9 1AS

Letter of Legal Assignment

NI Ref.:

I, _____, hereby irrevocably and unconditionally release and assign all my rights to my income tax refund for the year ended 5 April 2017 to Brian Alfred Associates Ltd, Falcon House, 115-123 Staines Road, Hounslow, TW3 3LL.

Please sign and date

The purpose of this letter is to assign your actual tax refund for this year only to Brian Alfred Associates Ltd. This ensures that having submitted your tax return, the actual tax refund comes directly to us. This means we can pay you an amount equivalent to your expected tax refund directly in advance and then collect our fees out of your refund rather than directly out of your own pocket.

Please leave this page blank

2016/17 PAYE Tax Rebate Terms & Conditions

These terms and conditions ('Terms') apply to all professional services provided by Brian Alfred Associates Ltd ('Brian Alfred') which is a registered limited company in England and Wales (no. 5578165).

We try to keep our Terms simple and avoid too much legal gobbledeygook. This way, we (Brian Alfred) hope you ('the Client') will be encouraged to read them in full.

1 Services

1.1 We provide the following services:

Tax Refund Services: we will prepare the documentation needed in order to apply for a tax refund from HMRC on your behalf.

Self-assessment services: we will prepare a self assessment tax return on your behalf.

Tax Refund Advance: providing our conditions are adhered to in full and you are registered under Self-Assessment, we will advance an amount equivalent to your actual expected tax refund (less our fees for making the advance) from our own funds and then once the tax return has been processed by HMRC we will collect the gross refund from HMRC. In so doing, Brian Alfred undertakes to compute and submit your signed tax return to HMRC and to attend to all matters that arise as a consequence without further charge. However, Brian Alfred reserves the right to delay or withhold payment to you where we have concerns in relation to the propriety of the Client's tax affairs and/or where we have concerns that HMRC will not release the gross refund computed.

1.2 As part of the Tax Refund Advance Service only, we will work the rest of the tax year free of charge. That includes all accounting and tax advice, HMRC tax enquiries, telephone consultations, insurance claims, mortgage, rental and status references.

1.3 Reference to 'Services' in these Terms will mean the services you have requested and which we have agreed to provide on your behalf. Prior to commencing work, we will confirm the Services you have requested us to provide and the relevant Fee for the Services in writing either by text, email or letter.

2 Obligations of Brian Alfred

2.1 Brian Alfred undertakes to process all information provided and verified by you accurately. When providing the Tax Refund Services, Brian Alfred undertakes to advance any refund due to you within 24 hours from receipt of your approval of the return. Our 24 hour service does not include Saturdays, Sundays or any public holidays. For example, a refund approved by you at 1pm on Friday will be processed by 1pm the following Monday.

2.2 Brian Alfred will not undertake an audit of your accounts and records. We give notice that while we will accept your assurances and declarations as being true, accurate and correct, you must remember at all times that HMRC will hold you wholly and solely liable should you be unable to substantiate any of the data declared within your tax return at a later date.

2.3 At Brian Alfred, we are rightly proud of our outstanding reputation with HMRC and other institutions and so we reserve our right to protect this position and (if deemed necessary) to decline to act on your behalf or to reject your tax claim application at any point where we have reason to believe that in carrying out our obligations our good name might be jeopardised or damaged. On such occasions, you will be notified without reasonable delay and no further fee will be charged.

3 Obligations of you 'the Client'

3.1 As the Client, it is incumbent on you to fully disclose to Brian Alfred all of your earnings (be they CIS, self-employed, private cash-in-hand, or PAYE), all forms of benefit received for each tax year under preparation, and to make a true, accurate, correct and complete declaration of all expenditure justly incurred in the pursuit of your business activities. Brian Alfred cannot know your movements, earnings or what expenses you incurred in each tax year, and will not be held liable for your failure to make a full disclosure at the time of your claim.

3.2 It is a mandatory requirement of HMRC that you keep full accounting records which properly document the information you supply in support of your tax claim and which you will ratify when authorising your tax return. Such records must be sufficiently robust to withstand an HMRC enquiry and you should ensure that you adhere to HMRC guidelines in full. Brian Alfred supports these regulations completely and can offer free support to you to help you achieve full compliance (see our website www.brianalfred.co.uk).

3.3 You agree to co-operate wholly and fully with Brian Alfred at all times and to provide all information requested by us promptly and to ensure that all such information is true, accurate, correct and complete.

3.4 You agree that you will be responsible for the repayment of any tax refund paid (plus penalties and interest that will occur) where it is found by HMRC that your claim is based on incorrect information supplied by you. Where this occurs before Brian Alfred has been reimbursed for the tax refund paid to you, we reserve the right to reclaim repayment of this sum from you as we deem legally appropriate. In such circumstances, you will have no right to the protection offered by the Brian Alfred guarantee.

4 The computation, payment and receipt of your tax refund

4.1 Your signing of the Declaration and of the Letter of Legal Assignment (as set out in the Tax Refund Pack) in favour of Brian Alfred unconditionally and irrevocably instructs HMRC to release, assign, and repay all income tax repayments arising in the year of the submitted tax return to Brian Alfred (whether or not an advance has been made to you). Where an advance has not been made, Brian Alfred undertakes to repay promptly any sums left outstanding to you on receipt of funds from HMRC, after having first deducted all fees payable.

4.2 Where your actual tax refund is sent directly to you by HMRC without the explicit approval and authority of Brian Alfred, or your tax code is changed by HMRC in place of issuing the refund, you agree to pay us the agreed Fee and we reserve the right to claim repayment of our Fee and of any refund payment advanced to you through all appropriate legal measures.

4.3 Brian Alfred retains all legal rights to the computations and calculations made within the tax return and to any intellectual property contained therein. This data is reserved as the exclusive property of Brian Alfred for the sole purpose of submitting a tax return on your behalf. As such, Brian Alfred reserves all legal rights to take whatever action is deemed as legally appropriate should there be any misuse of this information by you, including the submission by you of your own tax return using this data.

4.4 Brian Alfred cannot be held responsible for any delays caused by HMRC.

5 Data Protection and Money Laundering

5.1 We are registered for Data Protection (no. Z2752059) and take your right to privacy very seriously. For our part, we undertake that any personal data about you which is received by us will only be used in accordance with our legal responsibilities in the carrying out of the Services. For your part, you agree to our storing of this data both in paper form and electronically, and further to its confidential destruction thereafter and to processing your personal data as required for the provision of the Services including sharing your personal data with HMRC and such other government departments or agencies as required.

5.2 We dispose of all documents received from you once the Services have been provided. We can if requested return original documents back to you provided such request is made before our Obligations have been performed and upon receipt of a fee of £10 to cover our costs.

5.3 We comply with the UK's Money Laundering Regulations and are registered with the Institute of Financial Accounting. The legislation requires us to keep your identification and verification up to date. As such, we will require you to supply photographic ID and two proofs of address before we can act on your behalf.

6 Call Recording

We record all telephone calls and may monitor telephone calls, emails and any other communication between you and us for the purposes of training, security, quality control and other lawful business purposes.

7 Complaints and dispute resolution

Of course, we always aim to provide a perfect service, but if at any time you become dissatisfied with us, then we would urge you first to discuss the matter with a member of our senior management, and then if you remain displeased to write to us at Brian Alfred Associates Ltd, Falcon House, 115-123 Staines Road, Hounslow, TW3 3LL. All such communications must be sent by recorded delivery. You are, however, reminded that once you have signed the tax return and approved its submission to HMRC, the tax return cannot be withdrawn and our fees will stand in full.

8 Variation of Terms

These Terms may be revised from time to time and any such changes will be notified to you.

9 Governing law and jurisdiction

These Terms shall be governed by and construed in accordance with the laws of England and Wales and the Courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with them.

10 Our fees

10.1 You agree to pay the Fee as agreed for the Services.

10.2 Where possible, the Fee for the Services will be set out in writing prior to commencing work. However, where Tax Refund Services are provided, the Fee will vary depending upon the amount of refund computed. In such case, we will confirm the Fee to you in writing (by text, email or by letter) before you are asked to approve your tax return.

10.3 For Tax Refund Advances (as defined above), the Fee is collected on your behalf from HMRC when we receive the gross refund computed on your tax claim.

10.4 For tax returns without refunds the Fee is payable before we submit your tax return to HMRC. We shall confirm the Fee to you in writing (by text, email or by letter) before you are asked to sign and approve your tax return.

10.5 Brian Alfred guarantees that no fee will be deemed payable by you should you reject our computations prior to our receiving your authority to submit the aforementioned tax return(s).

11 The Brian Alfred guarantee

11.1 We are so confident of the rigorous procedures we have in place that so long as you make a full and accurate declaration of all your income and expenses (and tell us of any debts you have at HMRC), then your refund is 100% fully guaranteed in the event of an HMRC Enquiry.

11.2 Our guarantee makes your tax claim 100% HMRC safe, which means that once you've received your payment, you'll know it's yours to keep. If HMRC does raise an enquiry, then not only will we close the enquiry entirely free of charge, but we will also go so far as to protect (and if necessary repay) your refund in full (inclusive of interest and penalties) directly to HMRC without liability or cost to you. This guarantee is, however, limited to the total liability charged by HMRC at the end of such an enquiry and does not extend to other costs incurred or damages suffered by you in any form whatsoever, either directly or indirectly.

11.3 This guarantee becomes invalid and will not apply if the cause of the enquiry or adjustment is due to your failure to provide us with true, accurate, correct and complete information at any point before, during or after the submission of your tax return(s), or if the tax reclaim(s) cannot be released by HMRC due to a pre-existing and undeclared tax liability owed by you to HMRC.

12 Limitation of liability

12.1 The advice which we give to you is for your sole use and does not constitute advice to any third party to whom you may communicate it.

12.2 We will provide professional services with reasonable care and skill. However we will not be responsible for any losses, penalties, surcharges, interest or additional tax liabilities arising from the supply by you or others of incorrect or incomplete information, or from the failure by you or others to supply any appropriate information or your failure to act upon our advice or respond promptly to communications from us or HMRC.

12.3 Our total financial liability to you shall be limited to five times the Fee payable by you to us in respect of the Service which the claim is made in relation to. By receiving the Service, you will be agreeing to this limitation and you should consider the fairness of this limit before doing so and where appropriate seek formal legal advice on the extent of this limitation of liability.

12.4 No liability is accepted in respect of losses arising from events prior to your acceptance of these Terms.

13 Severance

13.1 If any provision (or part of any provision) of these Terms is, or becomes illegal, invalid or unenforceable in any respect, it will not affect or impair the legality, validity or enforceability of any other provision of this Agreement; and that provision (or part provision) will be deemed deleted.