

Notes

1 References

- Employer's PAYE reference - This can be found on correspondence you receive from your Inland Revenue office, for example P6, P9, P35.
- Accounts Office reference - This can be found on the yellow payslip booklet P30BC sent to you by your Inland Revenue Accounts Office.

2 Who should sign the form

It depends what type of employer you are. See the table below.

| Type of employer | Who signs the form |
|------------------|--|
| Individual | You |
| Companies | The secretary or other responsible officer of the company |
| Partnerships | The partner responsible for the partnership's affairs. It applies only to the partnership. Individual partners need to sign a separate authority for their own affairs. |
| Trusts | One or more of the trustees |

3 Data Protection Act

The Inland Revenue is a Data Controller under the Data Protection Act. We hold information for the purposes specified in our notification made to the Data Protection Commissioner, 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 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 authorities. We will not give information about you to anyone outside the Inland Revenue unless the law permits us to do so.