

Employer's PAYE reference
(see Note 1 on Page 2)

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Accounts Office reference
(see Note 1 on Page 2)

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Please read the notes below and on page 2 before completing this authority

I, _____ (please print your name)
 authorise my agent
 _____ (please print your agent's name)
 to use PAYE Online for Employers to accept and send information over the internet to the
 Inland Revenue on my behalf. I undertake that I will approve, in advance, as correct and complete, all
 returns and information submitted by my agent to the Inland Revenue by this means.

Signature _____ Date ____ / ____ / ____

Employer's details

Full name
Address
Postcode
<i>And, if you are willing for us to contact you by phone or e-mail:</i>
Telephone number
E-mail address
Are you registered as an organisation on the Government Gateway? (please ✓) <input style="margin-left: 20px;" type="checkbox"/> Yes <input style="margin-left: 20px;" type="checkbox"/> No
<i>If you are registered, you can complete your Agent Authorisation online instead of using this paper form. We can update your records more speedily if you use the online method.</i>

Please give your agent's details here

Agent's Name				
Address				
Postcode				
Contact Name				
Telephone number				
Fax number				
Agent's e-mail address				
Agent's Government Gateway Identifier <i>(You need to get this from your agent)</i>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; height: 25px;"></td> <td style="width: 20%; text-align: right;">■</td> </tr> <tr> <td style="width: 80%; height: 25px;"></td> <td style="width: 20%; text-align: right;">■</td> </tr> </table>		■		■
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Important notes

- This form FBI 2 can only be used to authorise the sending and receiving of information over the Internet. Please send the completed form to

 HM Revenue & Customs
 CAA (Central Agent Authorisation) Team
 Longbenton
 Newcastle upon Tyne
 NE98 1ZZ
- Please use form 64-8 if you wish to authorise an agent to act on your behalf generally, in connection with Self Assessment or other Inland Revenue matters.
- For more information about PAYE Online for Employers using the Internet and details of how to register go to www.inlandrevenue.gov.uk/efiling/help/mainhelp.htm
- Please also read the Notes on Page 2.

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.