

Instructions for Completing a Form 64-8

A Form 64-8 covers authorisation for individual tax affairs and business taxes.

To appoint an agent to deal with your tax with HMRC on your behalf you have to complete this form. Full notes on completion from HMRC are on the reverse of the form.

Even though each form is designed for multiple disciplines Cashtrak recommends you complete one form for each requirement to expedite processing time and to ensure that all departments do get your authorisation.

We have prepopulated the address and coding information needed for Cashtrak at the bottom left of the forms and ticked the appropriate box that needs completion for that tax element.

Please note this is an interactive PDF so you can complete on your PC before printing and all you will then need to do is sign it.

Your actions:

- Please complete the top left box with:

Your name

Name of business if you are a company

Cashtrak Ltd as the agent's business name

- Sign and date the box below
- Complete the address details in the next box accordingly and on the right hand side complete the reference number(s) as applicable
- Please keep a copy of this on your records for future use and return a copy of the signed form where possible to Cashtrak. In the event of an urgent need to speak to HMRC we can prove you have signed a form before they have processed it internally
- The address to send the form to is on page 2.