

Authorising your agent to use PAYE/CIS Online services (Internet)

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

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Please read the notes below and on page 2 before	re completing this authority
I,	(please print your name)
authorise my agent	
Autela Group Limited	(please print your agent's name)
to use PAYE Online and/or CIS Online services to receive HM Revenue & Customs on my behalf.	
Tick one or both as appropriate	
X PAYE Online	
CIS Online	
	/ /
Signature	Date/
Employer's/Contractor's details	Please give your agent's details here
Full name	Agent's name
	Autela Group Limited
Address	Address Autela House
	25 Cawood Close, Skirlaugh, Hull
	East Riding of Yorkshire
Postcode	Postcode HU11 5EP
And, if you are willing for us to contact you by phone or e-mail:	Contact name Richard Corden
Telephone number	Telephone number 01964 562918
Email address	Fax number 01964 562918
Are you registered as an organisation on the Government Gateway? (please /)	Agent's email address agent@autela.co.uk Agent's Government Gateway Identifier
If you are registered, you can complete your Agent Authorisation at the Government	(You need to get this from your agent)
Gateway instead of using this paper form.	
We can update your records more speedily if you use this method.	

Important notes

 This form FBI 2 can only be used to authorise the accepting 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

- If your agent is registered, they can use the **Online Agent Authorisation** service to complete this authorisation online. It can save time and reduce the chances of error.
- 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 HM Revenue & Customs matters.
- For more information about our Online services go to www.hmrc.gov.uk/online
- 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

HM Revenue & Customs office, for example P6, P9, P35.

Accounts Office reference – This can be found on the yellow payslip booklet P30BC sent

to you by your HM Revenue & Customs Accounts Office.

2 Who should sign the form

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

Type of employer/contractor	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 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.