

This form should be used by Scheme Administrators of registered pension schemes to authorise/de-authorise HM Revenue & Customs (HMRC) to deal with a practitioner on their behalf. It may also be used by practitioners to notify HMRC they are no longer acting on behalf of a Scheme Administrator of a registered pension scheme. You can complete this form online. Visit our website at [www.hmrc.gov.uk](http://www.hmrc.gov.uk) and select 'pension schemes' under 'do it online'.

## 1 Pension scheme details

### 1.1 Pension scheme name (max 255 characters)


### 1.2 Pension Scheme Tax Reference

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## 2 Would you like to: (tick appropriate box)

- 2.1  authorise HMRC to deal with a practitioner on your behalf?  
*Go to Q3*
- 2.2  remove an authority previously given to HMRC to deal with a practitioner on your behalf?  
*Go to Q6*
- 2.3  notify us that you are no longer acting on behalf of a Scheme Administrator?  
*Go to Q7*

## 3 Who would you like HMRC to deal with on your behalf?

### 3.1 I authorise (name of practitioner) (max 255 characters)


### 3.2 Practitioner ID

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### 3.3 Address

Postcode
Country

**To act on my behalf in connection with any matters within the responsibility of HMRC and to view information held on the HMRC Pension Schemes Service in relation to this scheme**

*Go to Q4*

## 4 Client reference you have been given by your practitioner (max 50 characters)


*If this is the first time you have authorised HM Revenue & Customs to deal with a practitioner for this scheme, go to Q8. Otherwise, go to Q5.*

## 5 Do you want this authorisation to replace all previous authorisations given?

- Yes *Go to Q8*
- No *Go to Q6*

## 6 Give details of the practitioner(s) you no longer wish HMRC to deal with on your behalf

Practitioner name

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Practitioner ID

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Practitioner name

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Practitioner ID

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**6 Give details of the practitioner(s) you no longer wish HMRC to deal with on your behalf (continued)**

Practitioner name

Practitioner ID

Go to Q8

**7 Give details of the Scheme Administrator you no longer act on behalf of**

**7.1 Scheme Administrator ID**

A

**7.2 Scheme Administrator name**

**8 Details of the person submitting the form**

**8.1 Are you a:**

Scheme Administrator? *Go to Q8.2*

Practitioner? *Go to Q8.3*

**8.2 Scheme Administrator ID**

A

**8.3 Practitioner ID**

**8.4 Are you an:**

individual? *Go to Q8.5*

organisation? *Go to 8.6*

**8.5 Individual name**

Title

First name(s)

Surname

**8.6 Organisation name** (max 255 characters)

  
  
  

**8.7 Your address**

  
  
  
Postcode  
Country

**8.8 Email address**

**8.9 Telephone number**

**8.10 Signature**

**8.11 Date**

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**Return this form to:**

*HM Revenue & Customs  
Audit & Pension Schemes Services  
Yorke House  
Castle Meadow Road  
Nottingham  
NG2 1BG*