**Email security undertaking**

HMRC takes the security of your information very seriously. The main risks of sending and receiving your information by email that concern HMRC are:

* + **Authentication** - it is absolutely crucial that we only communicate with established business contacts at their correct email addresses.
  + **Repudiation** - there is no guarantee that an email received over an insecure network, like the Internet, has not been altered during transit. It may not therefore carry the same evidential weight as a letter.
  + **Confidentiality/privacy** - this is the most significant concern. There is a risk that email sent over the Internet may be intercepted.

You have indicated you want HMRC to communicate with you by email. Please complete the following declaration to confirm:

a) you want HMRC to send your information to you by e-mail

b) if you want HMRC to disclose your information to your authorised agent by email

c) that you understand and accept the risks associated with sending your information by email.

Please also confirm the email address(es) that you want us to contact you/your authorised agent at.

We will de-sensitise information wherever possible by, for example, quoting only part of unique reference numbers and we are happy to discuss how you may do the same but still provide the information we need. For more information, see HMRC’s privacy policy at:  <http://www.hmrc.gov.uk/about/privacy.htm>

**Email security declaration**

Please complete, sign and date the following declaration and fax or email a scanned copy of the completed form to me at your earliest convenience on [*fax number*] or [*email address*].

**Please tick the relevant box(es) below:**

|  |  |
| --- | --- |
| **1.** (a) I confirm I want HMRC to send my information to me by email | 🞏 |
| (b) I want HMRC to contact me at the e-mail address below:  . . . . . . . . . . . . . . . . . . . . @ . . . . . . . . . . . . . . . . . . . . |  |
| **2.** (a) I have submitted form 64-8 “Authorising your agent” to HMRC | Yes 🞏No 🞏 |
| *If you ticked “no”, please go direct to the declaration at point* ***3*** *below* | BLANK |
| (b) I want HMRC to disclose my information to my authorised agent by email | Yes 🞏No 🞏 |
| (c) I want HMRC to contact my nominated agent at the e-mail address below:  . . . . . . . . . . . . . . . . . . . . @ . . . . . . . . . . . . . . . . . . . . |  |
| **3.** By signing the following declaration, I confirm I understand and accept the risks associated with sending and receiving my information by email: |  |
| **Name:** . . . . . . . . . . . . . . . . . . . . . . . . . . . |  |
| **Capacity:** Proprietor, Partner, Director, Secretary (*delete as necessary*) |  |
| **Signature:** . . . . . . . . . . . . . . . . . . . . . . . . . . . **Date:** . . . . . . . . . . . . . . . |  |