

Issued by and date

\_\_\_\_\_

Phone number \_\_\_\_\_

\_\_\_\_\_

Tax reference \_\_\_\_\_

Please fill in and return this form to us as soon as possible to help us update our records.

- You should operate PAYE and deduct National Insurance contributions from all remuneration paid, including honorariums and fees paid or credited to employees and office holders.
- You must send us a return of all annual payments you make, including some interest payments, and the Income Tax deducted from them.

Throughout this form the word 'club' means club, society, voluntary association and other similar body.

### Please provide these details

**1** What is the full name of the club?

\_\_\_\_\_

**2** What is the full address of the club?

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

**3** What is the name and address of the accountant or agent who will be dealing with the club's tax affairs?

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

**4** To which address should all tax forms be sent if different from question 2 above?

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

**5** On what date was the club formed? DD MM YYYY

**6** To what date will the first accounts be prepared?

**7** Is the club likely to be paying any remuneration to employees/office holders?

No  Yes

**8** Is the club likely to be making annual payments under deduction of tax?

No  Yes

**9** Is the club a charity?

No  Yes

**10** If 'Yes', what is the registration number?

\_\_\_\_\_

**11** If you agree to us contacting you by phone to deal with any queries, please give us a daytime phone number (this includes agents)

\_\_\_\_\_

### Declaration

The information I have given in this form is correct and complete to the best of my knowledge and belief.

Signature

\_\_\_\_\_

Date

State the capacity in which you have signed the form

\_\_\_\_\_