Appointment of Tax Agent by a Company

Agent Tax Reference Number

Income Tax Reference Number

Company Registration Number

Please read the notes on the back before completing this authority

This authority allows the Income Tax Division to exchange information about your tax affairs with your appointed agent. It allows the agent to act as your agent for all income tax purposes, including the submission of Income Tax Returns online and the use of other tax online enquiry and payment services.

Company Name (capital letters)

Address

Post Code Tel No Mobile No

authorise (print your agent's business name)

Agent’s Address

Post Code Tel No Mobile No

Fax No Email Client Ref

to act as agent for the following: (please tick as appropriate, providing the name if different from above)

Company Tax*  
Employer’s Registration
Contractor’s Registration
Third Party Payer

*Company Tax - please indicate category required: Tax Agent  
(see definition overleaf) Registered Agent and Tax Agent

For Official Use

Client records noted: Initials Date / /

R212C

v 21/01/13
This authority replaces any previous authority given by me/us. It applies to the current tax year and all future years and is to remain in force until cancelled by me/us in writing. This authority provides my/our agent with online access to all previous years’ returns and correspondence.

Signature  
(please read notes below before signing)  

<table>
<thead>
<tr>
<th>Full name (print)</th>
<th>Status (eg Director, Secretary)</th>
<th>Date / /</th>
</tr>
</thead>
</table>

Signature (if required)  

<table>
<thead>
<tr>
<th>Full name (print)</th>
<th>Status (eg Director, Secretary)</th>
</tr>
</thead>
</table>

Who is Responsible for Signing this Form?

<table>
<thead>
<tr>
<th>Who the authority is for</th>
<th>Who signs the authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>The Director or Secretary of the company.</td>
</tr>
<tr>
<td>Employer’s registration</td>
<td>The Director or Secretary of the company.</td>
</tr>
<tr>
<td>Contractor’s registration</td>
<td>The Director or Secretary of the company.</td>
</tr>
</tbody>
</table>

Explanation of Agent Roles

<table>
<thead>
<tr>
<th>Type of agent</th>
<th>Authorities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Agent</td>
<td>Receives return forms and copies of assessments and supporting documents where necessary. Can register and enrol for Agent Online Tax Services and view information, submit returns and make payments relating to the company.</td>
</tr>
<tr>
<td>Registered Agent</td>
<td>All NMV companies are required to have a registered agent; however, the Income Tax Division is unable to discuss any tax confidential information with the registered agent. The Division may use the registered agent’s address as an alternative address for the service of documents.</td>
</tr>
</tbody>
</table>

PLEASE NOTE: It is your responsibility to make sure that your Income Tax Return is received on time and to pay any tax that is due.