

*HM Revenue & Customs Charities
reference number*

*Charity Commission reference number
(or equivalent)*

Please amend the address if any details are incorrect or incomplete

It's important you read the following notes **before** you complete this form. *Additional notes are overleaf.*

- 1 The trustees, directors or members of the management committee of the charity or Community Amateur Sports Club (CASC) remain wholly responsible for the accuracy and validity of any claim made on their behalf by anyone they have authorised.
- 2 All repayment claims incorporate a statutory claim to exemption from tax and a declaration that the income will be applied for charitable or qualifying purposes.
- 3 Completion of this form may authorise a person(s) other than the trustees, directors or management committee of the charity or CASC to make claims for repayment and/or receive repayment on behalf of the charity or CASC.
- 4 The two people granting authorisation at Part B of this form must **both** be trustees, directors or members of the management committee of the charity or CASC.
- 5 Other officers of the charity or CASC are **not** eligible to grant authority allowing a nominee to act on behalf of the charity or CASC in respect of claims to, or receipt of, repayment.
- 6 Trustees, directors or members of the management committee, of the charity or CASC may terminate this nomination at any time by providing notification **in writing** to HM Revenue & Customs Charities.

Please complete every box.

Part A *Details of authorised nominee*

The nominee to be authorised to receive payments and/or sign repayment claims must complete Part A.

Full name *use CAPITAL LETTERS*

National Insurance number

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Signature

**Details of the capacity of the authorised nominee
within, or as engaged by, the charity or CASC**

Part B

To be completed by **two** trustees, directors or members of the managing committee of the charity or CASC.

We hereby authorise the person nominated at Part A, to sign repayment claims and/or receive repayments*

on behalf of

Enter the full name of the charity or CASC

** Delete as appropriate*

Full name *use CAPITAL LETTERS*

Full name *use CAPITAL LETTERS*

National Insurance number

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National Insurance number

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Capacity in which you are signing

Capacity in which you are signing

Signature

Signature

Notes

- 1 The trustees, directors or members of the management committee of the charity or CASC remain wholly responsible for the accuracy and validity of any claim made on their behalf by a nominee. They should give careful consideration as to the suitability of each and every person whom they authorise to make claims on their behalf.
- 2 Forms which are not fully completed will be returned to the charity or CASC. This may lead to delays in the processing of any associated repayment claim(s).
- 3 Repayment claims will not be processed unless they are signed by an official nominee of the charity or CASC.
- 4 HM Revenue & Customs Charities will send any queries about a particular claim to the authorised official at the address shown on the relevant claim form, R68.
- 5 More than one person may be authorised to make claims. A separate form must be completed for each nominee.
- 6 Completed forms should be returned to HM Revenue & Customs Charities at the following address:
St John's House, Merton Road, Bootle, Merseyside, L69 9BB
- 7 HM Revenue & Customs is a Data Controller under the Data Protection Act. We hold information for the purposes of taxes, social security contributions, tax credits and certain other statutory functions as assigned by Parliament. The information we hold may be used for any of HM Revenue & Customs functions.

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 against what we already have in our records. This can include information provided by you as well as by others, such as other government departments and agencies and overseas tax authorities. We will not give information about you to anyone outside HM Revenue & Customs unless the law permits us to do so.