



PERSONAL DETAILS

Surname:

Other Names:

Date of Birth:

National Insurance Number:

Address in the UK:

Address Abroad:

Contact Telephone Number:

E-Mail Address:

How did you hear about us?:

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I hereby certify that any of the information given above is true:

Signature: ..... X

Date: ..... X



70 Damgate Street  
Wymondham  
Norfolk  
NR180BH  
Email: info@taxfix.co.uk

CONDITIONS OF SERVICE

**X** I.....(*print name*) agree that Taxfix.co.uk has been instructed to act on my behalf in the reclaim of any overpayment of tax from the Inland Revenue until I instruct them otherwise and payment has been made for the service.

I agree that any information supplied is correct to the best of my knowledge. I have read the terms and conditions (<http://www.taxfix.co.uk/terms>) and agree to pay the commission as outlined. I acknowledge that if Taxfix.co.uk is unable to secure a refund I will not be charged.

I have read and understood the above contract and agree that it is binding to both parties.

Signature: ..... **X**

Date: ..... **X**

## **Instructions for TaxFix Application**

It is quick and easy to get your overpayment of Tax with Taxfix.co.uk. Just follow the instructions below:

1. Please complete the 'Personal information' form above, sign and date where shown with the 2 (X)'s.
2. Print your name, sign and date the above form 'Conditions of Use' where indicated with the 3 (X)'s.
3. Print Form 2, as shown on <http://taxfix.co.uk/index-2.html>
4. Sign and date Form 2 called 'Authorising your agent' shown with the 3 (X)'s
5. Print Form 3, as shown on <http://taxfix.co.uk/index-2.html>
6. Sign and date at the bottom of page 2 of Form 3 called 'Tax Claim' where indicated with the 4 (X)'s
7. Print Form 4, as shown on <http://taxfix.co.uk/index-2.html>
8. At the bottom right hand corner of the 2<sup>nd</sup> page of Form 4 called 'Employment record' sign and date as shown by the 2 (X)'s.
9. Once you have completed this, send the four forms together with any P45's and P60's you might have to:

TAXFIX.CO.UK  
70 Damgate Street  
Wymondham  
Norfolk  
NR180BH

When we have processed your refund we will forward it on to you. If you have any questions or queries, feel free to Email: [questions@taxfix.co.uk](mailto:questions@taxfix.co.uk)