

T239

Authorise a representative

A representative is anyone you want to represent you in a tax tribunal case. Your representative will deal with all correspondence and can go to a hearing with you to speak on your behalf.

This form is not required if your representative is a practising solicitor or barrister in England, Wales or Northern Ireland, or a practising solicitor or advocate in Scotland.

Your name

If your case is in progress please give your case reference

Authorisation is only for this appeal. It does not cover other tribunal cases you are involved in.

I authorise my representative to act on my behalf in this appeal.

Name of representative

If you appoint a representative, the tax tribunal will only write to that representative and not to you directly. You must tell the tribunal as soon as your representative stops acting for you.

Address of representative

Postcode

Email

Representative reference (if known)

If your appeal is for a company, you will need a company director to sign this form

Signature

Print name

Date

Position held

Please return your completed form to:

HM Courts & Tribunals Service
First-tier Tribunal (Tax Chamber)
PO Box 16972
Birmingham
B16 6TZ

Email: taxappeals@hmcts.gsi.gov.uk

The office open hours are 9am to 5pm

Phone: 0300 123 1024

Website: www.gov.uk/tax-tribunal