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| **Land and Buildings Transaction Tax**  **Authority to act form** |  |
| If you would like someone to act for you, you must complete and sign this form then send it to us.  It will let us share information and discuss all matters about your Land and Buildings Transaction Tax return/s.  This authority is ongoing unless you tell us otherwise.  **Agents** - please send the form using SETS by attaching the completed form to a secure message (SMS)  **Taxpayers** - please send the form by email to [LBTT@revenue.scot](mailto:LBTT@revenue.scot) or by post to Revenue Scotland, PO Box 24068  You can name any of the following parties:   1. A professional such as a solicitor or firm of solicitors, accountant or other financial specialist 2. Anyone within the business (without this form, we can only speak with company directors). This will allow you to name a specific individual. **Please note, a director must sign the form** 3. Someone acting for you, this could be your partner, child, friend or neighbour.     Please be aware that by authorising an individual within a firm of solicitors, you are authorising all within the organisation.  All buyers/tenants must sign this mandate.   |  |  | | --- | --- | | Name | I, | | Organisation | of (If applicable) | | Address |  | |  |  | | City |  | | Postcode |  | | Email |  | | Telephone |  | | **Authorise Revenue Scotland to disclose information to:** | | | Name |  | | Organisation | of (If applicable) | | Address |  | |  |  | | City |  | | Postcode |  | | Email |  | | Telephone |  | | **Please provide details of a transaction to help us find your records:** | | | RS number |  | | Address |  | | City |  | | Postcode |  |   I confirm that the person/organisation noted above has agreed to act for me/us, and the information is correct and complete.  Signature ………………………………………………………………….  Signature ………………………………………………………………….  **Please note that whilst a representative can submit a return on your behalf, the responsibility for submitting tax returns and paying tax on time remains with the taxpayer.** | |