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| **Land and Buildings Transaction Tax**  **Authority to act form** |  |
| If you would like us to discuss your Land and Buildings Transaction Tax returns with someone else, then **all buyers/tenants** must sign and return the form below.  This will allow us to 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:   1. A professional such as a solicitor or firm of solicitors, accountant or other financial specialist 2. Anyone within the business, not currently named on the tax returns. This will allow you to name a specific individual(s). **Please note, an active officer recorded on Companies House website, 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   |  |  | | --- | --- | | 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.** | |