

Appendix 3

An example of form BF58

BF58 10/04	<input type="checkbox"/> Office stamp																		
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<table border="1" style="width: 100%; height: 100px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>							<p>Our direct dial number is</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Code</td> <td style="width: 60%;">Number</td> <td style="width: 20%;">Ext</td> </tr> </table> <p>If you have a textphone, you can call on</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Code</td> <td style="width: 80%;">Number</td> </tr> </table> <p>If you get in touch with us, tell us this reference number</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;"> </td> <td style="width: 20%;"> </td> </tr> </table> <p>Date</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;"> </td> <td style="width: 10%;">/</td> <td style="width: 30%;"> </td> <td style="width: 10%;">/</td> <td style="width: 10%;"> </td> </tr> </table>	Code	Number	Ext	Code	Number				/		/	
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Code	Number																		
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<h3>End of appointment to act for social security and Inland Revenue tax credit affairs</h3>																			
<h4>About you</h4> <p>Full name of individual or organisation <input style="width: 100%;" type="text"/></p> <p>National Insurance (NI) number (individuals only) <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p> <p>Address <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/></p> <p style="text-align: right;">Postcode <input style="width: 100%;" type="text"/></p>																			
<p>Your appointment to act on behalf of <input style="width: 100%;" type="text"/></p> <p style="text-align: center;">Mr/Mrs/Miss/Ms/Dr/Rev</p> <p>for their social security and Inland Revenue tax credit affairs will end from and including <input style="width: 100%;" type="text"/></p>																			
<p>This letter does not affect any legal or court appointments made which still exist.</p>																			
<p>Please read this part if we have ticked the box</p> <p><input type="checkbox"/> Please return any payments to us. Use the envelope we have sent you. It does not need a stamp.</p>																			

