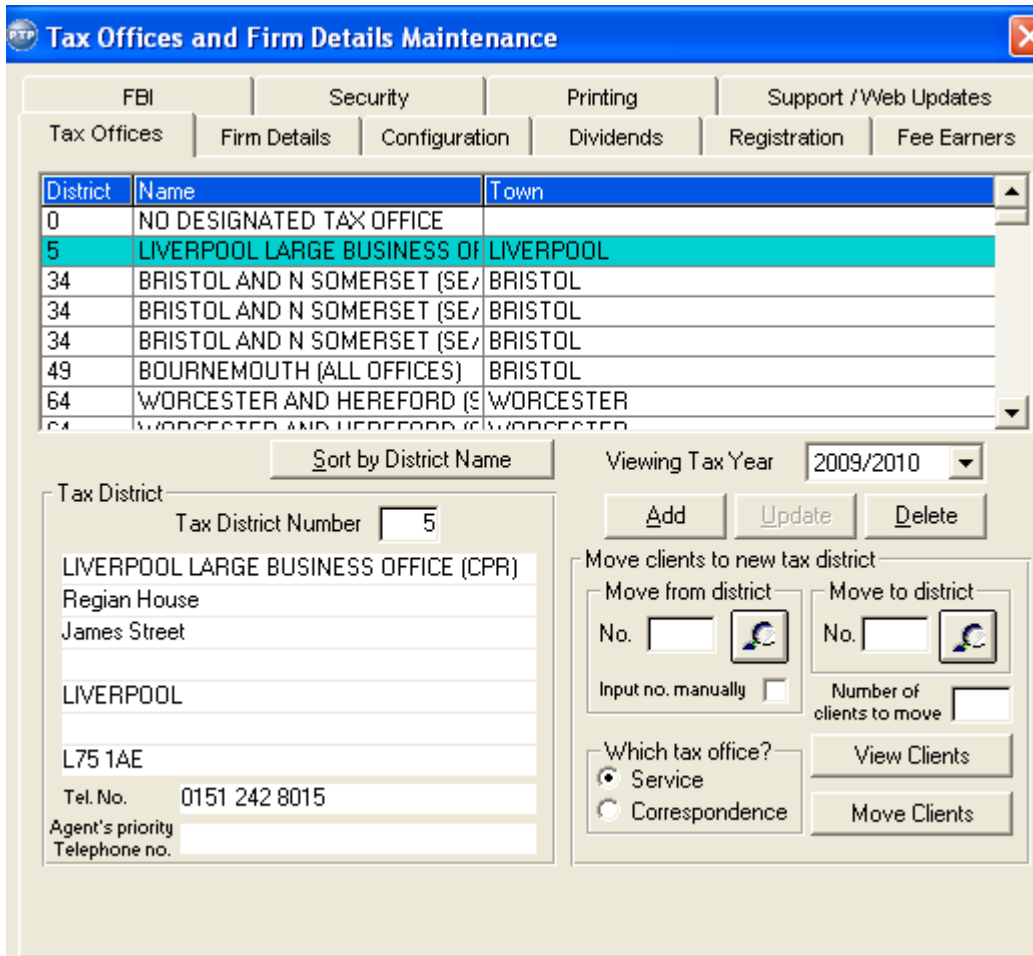


How to create or amend a tax office.

On PTP Tax Platform, the list of tax offices is the latest available from the HMRC. If you are seeking a tax office which isn't on that list, you can create or amend the tax office database accordingly.

- Log on to **PTP Tax Platform**
- Click the **Spanner icon** located on the tool bar to access the tax office screen.



District	Name	Town
0	NO DESIGNATED TAX OFFICE	
5	LIVERPOOL LARGE BUSINESS OFFICE (CPR)	
34	BRISTOL AND N SOMERSET (SE/	BRISTOL
34	BRISTOL AND N SOMERSET (SE/	BRISTOL
34	BRISTOL AND N SOMERSET (SE/	BRISTOL
49	BOURNEMOUTH (ALL OFFICES)	BRISTOL
64	WORCESTER AND HEREFORD (S	WORCESTER
64	WORCESTER AND HEREFORD (S	WORCESTER

Sort by District Name Viewing Tax Year: 2009/2010

Tax District: Tax District Number

LIVERPOOL LARGE BUSINESS OFFICE (CPR)
Regian House
James Street
LIVERPOOL
L75 1AE
Tel. No. 0151 242 8015
Agent's priority Telephone no.

Buttons: Add, Update, Delete

Move clients to new tax district

Move from district: No. [Search] Move to district: No. [Search]

Input no. manually Number of clients to move:

Which tax office?
 Service Correspondence

Buttons: View Clients, Move Clients

- For amendments, select a tax office from the list displayed to make the relevant changes.
- Click in the boxes to make the necessary amendments to the details, and then click the **Update** button. The amended tax office will now appear in the tax office database.
- To create a new tax office on the database, click on the **Add** button and enter the details in the relevant boxes on the window, then click the **Save** button. The new tax district office will now appear in the tax office database.