

## **Becoming Self Employed with HMRC**

Registering to be a sole trader might seem a little daunting, but it really is quite simple, there are two steps to the registration process, firstly to setup your login to the government gateway, and secondly to tell HMRC that you are a sole trader and will need to complete a Self-Assessment each year.

However, before you start this process you need to gather all your docs and put aside some time and you'll need an email address setup ready. I recommend having a book which you can write down all your business info in and making a note of your your logins and UTR together.

There are some good instructional videos on YouTube if you need something more visual, but hopefully the instructions below should get you going.

### **Part 1 - Register for a Government Gateway ID**

A Government Gateway ID allows you to access a range of online government services, including tax management through HMRC.

What You Will Need:

1. Personal Information: Full name, email address, and phone number.
2. UK Address: Your current UK address.
3. National Insurance Number: Needed for tax and identity verification.
4. Date of Birth: For identity verification purposes.
5. Proof of Identity: This could be a UK passport or details from a recent P60 or payslip.
6. Mobile Phone: For receiving security codes during the registration process.

Step-by-Step Instructions:

1. Visit the Government Gateway Website:
  - Go to the <https://www.gov.uk/log-in-register-hmrc-online-services>
2. Select 'Create Sign-In Details':
  - Look for an option that says "Create sign-in details" and click it to begin registration.

### 3. Enter Your Email Address:

- Input your email address and you will receive a verification code. Enter that code to proceed.

### 4. Create a Password:

- Choose a strong password for your Government Gateway ID. Ensure it meets security requirements.

### 5. Set Up Recovery Information:

- Enter a recovery word, which will help you regain access to your account if you forget your login details.

### 6. Provide Your Personal Details:

- Enter your full name, date of birth, and UK address.

### 7. Verify Your Identity:

- You'll be asked to verify your identity using either your UK passport, details from a recent payslip, or a P60. Choose one and enter the required details.

### 8. Set Up 2-Factor Authentication (2FA):

- You will be asked to link your mobile phone to receive security codes for 2FA.

### 9. Receive Your Government Gateway ID:

- Once you've completed the form, your Government Gateway ID will be displayed. Save this ID as it is required for future logins.

## **Part 2 - Register for Self-Employment with HMRC**

If you are working for yourself and not as part of a company, you must register with HMRC as a sole trader to manage your taxes.

### What You Will Need:

1. National Insurance Number - For tax and identification purposes.
2. Personal Information - Full name, address, and contact details.
3. Government Gateway ID
4. Details About Your Business - The nature of your business and the date you started self-employment.

## 5. Bank Details - For managing your payments to HMRC.

### Step-by-Step Instructions:

#### 1. Log in to Your Government Gateway Account\*\*:

- Visit the HMRC self-employment registration page <https://www.gov.uk/set-up-sole-trader> and log in using your Government Gateway ID and password.

#### 2. Select 'Register for Self-Assessment'

- From your Government Gateway account dashboard, look for the option to "Register for Self-Assessment."

#### 3. Provide Your Personal Information

- Enter your personal details including your full name, date of birth, and National Insurance number.

#### 4. Enter Details About Your Business

- Provide the required details about your business, such as:
  - The date you started self-employment.
  - A description of what your business does.
  - Your business address and contact details.

#### 5. Verify Your Identity

- HMRC may ask for additional information to verify your identity, using the Government Gateway ID process (e.g., passport or tax information).

#### 6. Confirm and Submit

- Review your information and submit your application.

#### 7. Receive Confirmation

- After submitting the form, HMRC will send you a Unique Taxpayer Reference (UTR) within 10 working days. Keep this safe as it is required for filing your tax returns.

You are now registered as self-employed and can begin managing your tax obligations with HMRC.