



HOW TO REGISTER AS SELF EMPLOYED

A step by step guide to help you
register as self employed

How To Register as Self Employed

Did you know you should register as self employed with HMRC as soon as you start working for yourself. I hear a lot that people put it off because they don't know what to do and don't want to do it wrong. It's pretty simple once you know how... so I have put together some simple steps to help you. Whether you have set up your own business or if you have a job and started working for yourself on the side to earn some extra money you still need to register as self employed.



You need to register as self employed for tax and National Insurance reasons, when you are employed this is deducted from your pay and shows on your payslip. If your side business has an income of more than £1,000 in the tax year then you need to register as self-employed.

You can register via phone, online or by post. The easiest and quickest way is online at www.gov.uk you don't even need to pay a registration fee like when registering as a Limited Company. So there are no excuses to not register.

Follow my steps to register as self employed:

A. Create a Government Gateway Account

Follow the link here to create your account: www.access.service.gov.uk/registration/email

B. Once you have created your user ID and password in step A you can now log into your Government Gateway account to register as self employed for your self-assessment tax. You should see a button to 'Add a tax' click on this.



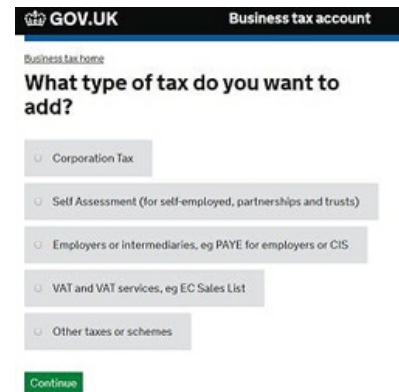
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C. Select the type of tax you require, this will be 'Self Assessment (for self employed, partnerships and trusts)'

Then select a self assessment category from the following options: Individual or sole trader, partnership or trust.

These guidelines are for setting up as an individual therefore tick individual or sole trader.



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Select a Self Assessment category



E. Enter date you started

Here you need to enter the date you started working as self employed, when did you receive your first income as a sole trader. This is for tax purposes.

Register for HMRC taxes

Questions about the business

Based on the taxes you have selected HM Revenue & Customs require the following information about the business.

If you are completing this on behalf of someone else the information requested on all pages from this point forward relates to the business you are registering.

Please enter the information below, then click the 'Next' button to continue.

* Indicates required information

Self Assessment (SA) for self-employed/sole traders (including Class 2 National Insurance contributions)

When did you start working for yourself? *

eg dd/mm/yyyy

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F. Submit details about yourself

Here you will need to provide basic details about yourself including:

- National Insurance Number
- Personal information
- Home address
- Contact details
- Name of your business etc...

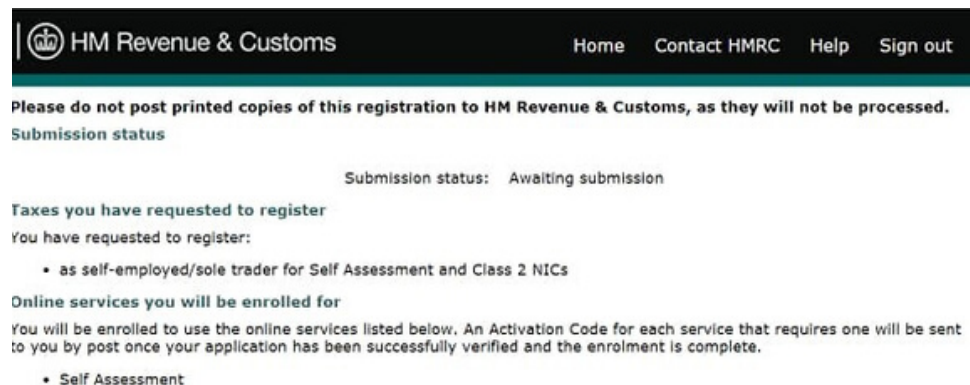


G. Submit details about your job / business

Here you will need to provide details on your business to ensure you are taxed correctly for the income you receive as self employed. For example the nature of your business might be a plumber so you would put 'plumber'

H. Submit your application to register as self employed

Once you have submitted your application you will receive a letter in the post with your Unique Taxpayer Reference which is also known as a 'UTR' number, this also enrolls you to complete your self assessment online.



The screenshot shows the HM Revenue & Customs website interface. At the top, there is a navigation bar with the HMRC logo, the text 'HM Revenue & Customs', and links for 'Home', 'Contact HMRC', 'Help', and 'Sign out'. Below the navigation bar, a warning message states: 'Please do not post printed copies of this registration to HM Revenue & Customs, as they will not be processed.' The main content area is titled 'Submission status' and shows 'Submission status: Awaiting submission'. Under the heading 'Taxes you have requested to register', it lists 'You have requested to register:' followed by a bullet point: '• as self-employed/sole trader for Self Assessment and Class 2 NICs'. Below this, under 'Online services you will be enrolled for', it states: 'You will be enrolled to use the online services listed below. An Activation Code for each service that requires one will be sent to you by post once your application has been successfully verified and the enrolment is complete.' followed by a bullet point: '• Self Assessment'.

YOUR DONE!

Pretty simple when you know how right? Once it's all set up you can then add other taxes like VAT if this is required.

If you are still unsure then it's always worth speaking to an accountant to ensure you have completed it correctly. I am more than happy to have a chat with you to talk things through.

Good Luck

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