

Sole Traders: How To Register Online for Self-Assessment

1. Create a Government Gateway account or if you already have one, have your username and password to hand and your Ni number
2. Go to HMRC.co.uk and search 'Sign in to your HMRC business tax account' and follow the link – either sign in, or create sign in details.
3. Select 'get online access to a tax, duty or scheme'
4. Select the self assessment option from this list
5. Choose 'No' when asked for UTR – as you're registering for the first time and so don't have one
6. Select 'Individual or sole trader'
7. Select 'Yes' to being self employed
8. Check the 'self-assessment' box and then choose next
9. Select 'self employed/ sole trader as type of business
10. Enter date work started:
11. Ensure you have your NI number and enter your personal details, clicking 'next when complete' to be taken back to the registration summary
12. Contact details to be filled out
13. Details about business to be filled out
14. Confirm declaration
15. You'll receive a UTR in the post within 15 days, or you can find it in your HMCR account or on the HMRC app

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