

Authorising an agent from your business tax account

Step 1

Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

Password

[Sign in](#)

[Create sign in details](#)

Step 2

GOV.UK Personal tax account English | Cymraeg

Coronavirus (COVID-19): guidance and support (opens in a new window or tab) Hide message

Account home Messages Check progress Your account Business tax account Sign out

Account home

Your Self Assessment Unique Taxpayer Reference

Income

Pay As You Earn (PAYE)
Check or update the employment, pension or other income information used to work out your PAYE Income Tax and tax codes.

6 April 2019 to 5 April 2020
You paid the right amount of tax
There is nothing more to pay for this year.

6 April 2018 to 5 April 2019
You paid the right amount of tax
There is nothing more to pay for this year.

Step 3

GOV.UK Business tax account Sign out

Coronavirus (COVID-19): guidance and support

Home Manage account Messages Help and contact

English | Cymraeg

Business tax summary
View and access your business taxes in one place

Add a tax to your account to [get online access to a tax, duty or scheme](#).

Payments will take up to 7 working days to show, depending on how you pay. After you complete your return your tax calculation will take up to 2 days.

Step 4

**Business tax account**

[Home](#) [Manage account](#) [Messages](#) [Help and contact](#)

Manage account

Add a tax, duty or scheme to your account

[Get online access to a tax, duty or scheme](#)

Remove a tax, duty or scheme from your account

[Deregister a tax, duty or scheme](#)

[Stop access to a tax, duty or scheme online](#)

Account access

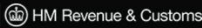
[Add or delete a team member](#)

[Give a team member access to a tax, duty or scheme](#)

Manage tax agents

[All other tax agent services](#) 

Step 5

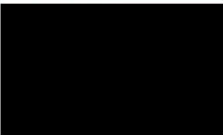
[Home](#) [Cymraeg](#) [Contact HMRC](#) [Help](#) [Sign out](#)

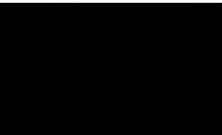
▲ Your HMRC services

Self Assessment

- ▶ At a glance
- ▶ **About you**
- ▶ View account
- ▶ Tax return options
- ▶ Reduce payments on account
- ▶ Request a repayment
- ▶ View statements
- ▶ Direct Debit payment
- ▶ Frequently asked questions

About you

Name and address

Self-Assessment Contact Details

Reference numbers

Agent details

HM Revenue & Customs does not have a record of an agent for you.

Select this link to [Authorise an agent](#) 

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Step 6

Authorise an agent

You can authorise a new agent to act on your behalf in connection with your Self Assessment affairs and this will override your previous authorisation. (This will also include National Insurance, any current Tax Credit claims and if applicable any employment records). Once authorised it allows HM Revenue & Customs (HMRC) to exchange information about your Self Assessment affairs with your new agent and to deal with them on any matters within the responsibility of HMRC.

To authorise your agent online:

- your agent must be registered for HMRC's online services and
- have provided you with their Government Gateway Agent ID

Please complete the field below as applicable

*indicates required information

Government Gateway Agent ID: * ⓘ

If you do not have your agent's Government Gateway Agent ID there are [alternative methods of authorising your agent](#)

→

Step 7

Authorise an agent

*indicates required information

Please confirm your new agent, then select 'Next' to proceed. If not correct then select 'Back' to change.

Agent's name:

Agent's address:



- ☒ Please select here to confirm that you want this agent to act for you in respect of Self Assessment. (This will also include National Insurance, any current Tax Credit claims and if applicable any employment records). This authorises HM Revenue & Customs (HMRC) to exchange information about you with your agent and to deal with them on any matters within the responsibility of HMRC in relation to your Self Assessment affairs. *

Step 8

Authorise an agent

Your agent details will be added.

Agent's name:

Agent's address:



You will be able to view them through this service within 2 hours.

We recommend you print or save a copy of this page for your records.

Your reference number for this transaction is: ASAL1COZIUY1 ⓘ sent on 12 Jan 2021 at 08:24

Submission ID: JV4WCNCMPFWTETBLNRMGWRSGGZVHQWBYHFLUCZSQONRT2

[Return to About you](#) ▶

All done.