

If you are starting out in self-employment you need to tell us straightaway. If you delay registering as self-employed you may have to pay a penalty. You may have to pay further penalties if payments become due and you do not pay on time and in full.

You must have a National insurance number before you can register for Self Assessment or self-employment. To apply for a National Insurance number phone Jobcentre Plus on 0845 600 0643 to arrange an Evidence of Identity interview.

**For official use only**

System action complete

 NPS  TBS  SA  PAYE 

\* indicates required field

## About you

<p><b>1</b> Your National Insurance (NI) number *</p> <input style="width: 100%;" type="text"/>	<p><b>11</b> Daytime phone number <i>You can give us a mobile number if you want to.</i></p> <input style="width: 100%;" type="text"/>
<p><b>2</b> Date of birth <i>DD MM YYYY</i></p> <input style="width: 100%;" type="text"/>	<p><b>12</b> Business phone number <i>if different from your daytime number</i></p> <input style="width: 100%;" type="text"/>
<p><b>3</b> Are you male or female? *</p> <p>Male <input type="checkbox"/> Female <input type="checkbox"/></p>	<p><b>13</b> Your previous home address</p> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> Postcode
<p><b>4</b> Title – <i>Please enter your title or select it from the list.</i></p> <input style="width: 100%;" type="text"/>	<p><b>14</b> Are you a UK resident? <i>If you are not sure how to answer this question, go to <a href="http://www.hmrc.gov.uk/residence">www.hmrc.gov.uk/residence</a></i></p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If No, have you come to the UK from a non-EU country within the last 12 months?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
<p><b>5</b> First name(s) *</p> <input style="width: 100%;" type="text"/>	<p><b>15</b> Have you previously registered for Self Assessment?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If Yes, what is your Unique Taxpayer Reference (UTR)? <i>This is the ten-digit reference number shown on any Self Assessment returns, correspondence or letters</i></p> <input style="width: 100%;" type="text"/>
<p><b>6</b> Surname or family name *</p> <input style="width: 100%;" type="text"/>	
<p><b>7</b> Previous surname <i>if you have ever been known by another surname or family name enter it here</i></p> <input style="width: 100%;" type="text"/>	
<p><b>8</b> Date surname changed <i>DD MM YYYY</i></p> <input style="width: 100%;" type="text"/>	
<p><b>9</b> Reason name changed <i>Please enter a reason or select one from the list.</i></p> <input style="width: 100%;" type="text"/>	
<p><b>10</b> Current home address *</p> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> Postcode	

## About your business

16 When did you start working for yourself? DD MM YYYY \*

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17 What is the name of your business? *If your business does not have a name you can leave this box blank.*

18 What sort of self-employed work do you do? \*

If you intend working as a subcontractor in the construction industry you need to register with the HMRC Construction Industry Scheme (CIS). For further information go to [www.hmrc.gov.uk/cis](http://www.hmrc.gov.uk/cis) or phone 0845 366 7899. You still need to fill in the rest of this form to register as self-employed.

19 Are you a share fisherman?

No  Yes

20 Business address *If your business address is the same as your home address leave this box blank.*

	Postcode

21 Will you be doing all your work for one person or firm?

No  Yes

If Yes, what is their name and address?

Full name	
Address	
	Postcode

If you are going to do all the work for one person or firm, you may be an employee. To check your employment status go to [www.hmrc.gov.uk/calcs/esi.htm](http://www.hmrc.gov.uk/calcs/esi.htm) or visit any HMRC office.

## Declaration

- the information I have given on this form is correct and complete to the best of my knowledge and belief
- I will tell HMRC straightaway if my Self Assessment or self-employment circumstances change in a way that affects the answers I have given on this form.

Signature

Date DD MM YYYY

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## What to do next

Please send the completed form to:

HMRC  
National Insurance Contributions & Employer Office  
Self-employment and Self Assessment Registrations  
Benton Park View  
NEWCASTLE UPON TYNE  
NE98 1ZZ

### How to pay your Class 2 National Insurance contributions (NICs)

For more information about setting up your Direct Debit, go to [www.hmrc.gov.uk/payinghmrc](http://www.hmrc.gov.uk/payinghmrc) and select *Self-employed Class 2 National Insurance*. If you are unable to pay by Direct Debit we will arrange to send you a payment request every six months in October and April.

If your earnings are below certain limits you may wish to apply for Small Earnings Exception (SEE). To apply, fill in form CF10, go to [www.hmrc.gov.uk/forms/cf10.pdf](http://www.hmrc.gov.uk/forms/cf10.pdf)

### VAT

For more information on VAT go to [www.hmrc.gov.uk/vat](http://www.hmrc.gov.uk/vat).  
If you need to register for VAT go to [www.online.hmrc.gov.uk](http://www.online.hmrc.gov.uk)

## Starting up in business

If you are thinking of working for yourself or have just started up 'My New Business' is a service with over 200 e-learning tutorials, videos, quizzes and tools to help you with planning your business and tax issues. For more information go to [www.businesslink.gov.uk/mynewbusiness](http://www.businesslink.gov.uk/mynewbusiness).

We have a support team that can give you information about free online presentations called Webinars. For more information about how to book these and our range of local workshops, go to [www.hmrc.gov.uk/bst](http://www.hmrc.gov.uk/bst) or phone 0845 603 2691.

We have a growing library of videos on Youtube. For more information go to [www.youtube.com/user/HMRCgovuk](http://www.youtube.com/user/HMRCgovuk)

You can follow us on twitter [Twitter.com/HMRCgovuk](https://twitter.com/HMRCgovuk)

If you have previously supplied your email address to HMRC we may email you from time to time to offer help about your tax.

### Employing someone else

If you are thinking of taking someone on, or already employ someone else, go to [www.hmrc.gov.uk/payee](http://www.hmrc.gov.uk/payee)

### Self Assessment

To find out more about registering for Self Assessment and your UTR go to [www.hmrc.gov.uk/register](http://www.hmrc.gov.uk/register)