SETTING UP AN INDIVIDUAL TAX ACCOUNT

It is essential that you set this up to enable you to have an overview of your tax affairs:

You possibly may have set this up already to claim your Covid SEISS grant.

If not follow the instructions below:

Type in your search engine

Individual Tax Account UK

You will find a screen

From HMRC which will ask you for the following:

UTR Number ----- -----

National Insurance Number -- -- -- -- -

Have your UK passport ready

Be prepared to set up a password.

Recovery word.

Write these down.

You will be given a Government Gateway Number

Again write down and keep these safe.

The process will begin and just follow the instructions until the process is complete.

Glenn & Co.

10/06/2020