

## Working in Practice

### Registering Online as an Agent for Self-Assessment and Corporation Tax

To provide the best service to a client, a practice must be registered as an agent.

To register as an agent call the Agent Authorisation Team 0845 915 8582 (open 8am-5pm).

In addition the new agent must submit a request in writing saying which services require authorisation for and send it to:

HMRC  
Agent Maintainer  
Central Agent Authorisation Team  
BP2302  
Long Denton  
Newcastle-Upon-Tyne  
NE98 1ZZ

The number for the Agent Authorisation Team is 0845 915 8582.

The Inland Revenue takes at least 3 working days for the system to be updated with the new agent reference information.

The next step is to obtain an Agent I.D. from: -

<https://online.hmrc.gov.uk/registration/agent>

Choose self assessment from the “do it online” green box which will take you to the online services login page.

- New User (right hand side of the screen)
- Register
- Agent
- Select Self Assessment or Corporation Tax or both
- Enter full name and email address
- Create a password
- Enter your Agent Reference number
- Accept Terms and Conditions

The system will then generate a User I.D. and a Gateway Agent Identifier.

Confirmation of the User ID and an Activation Pin will be posted within 7 days. The Government Gateway must then be accessed and the activation pin used within 28days. After this period the Pin will no longer be valid.

The Gateway Agent Identifier number can be given to clients who wish to authorise the agent and activate them directly online. Alternatively clients can still authorise an agent to act on their behalf by completing a 64-8 form.

Gateway can be found at: -

[www.gateway.gov.uk](http://www.gateway.gov.uk)