Working in Practice
Registering as an Agent

To provide the best service to a client, a practice must be registered as an agent.This is possible via the HMRC's online services. Information can be found at

http://www.hmrc.gov.uk/ebu/age_index.htm

To register as an agent call the Agent Authorisation Team 0845 915 8582 (open 8am-5pm). We have been informed that the staff are reluctant to pick up the phone, so we suggest that you try, but 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
Longbenton
Newcastle-Upon-Tyne
NE98 1ZZ

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

If the practice has never represented a client before, but intends to use the Internet frequently, then it maybe a good idea to register for an electronic certificate. They are the highest level of security, but must be obtained before using the Gateway Gateway via this method.

They can be obtained for a fee (~£25+ VAT) from: -

http://www.simplysign.co.uk

http://www.equifaxsecure.co.uk

Once the practice has received its IDs and chosen passwords, it will then have access to the Government Gateway website. This allows an agent to view client lists, confirm when 64-8 and FBI 2 forms have been received, and also to return self-assessment, payroll and Corporation tax returns on behalf of clients electronically.

Agents can set up other users to allow additional practice members site access.

Gateway can be found at: -

www.gateway.gov.uk

© Help Accountants Ltd 2010. All Rights Reserved. This document is illustrative only and does not constitute advice. For full terms and conditions of use please visit www.helpaccountants.co.uk.