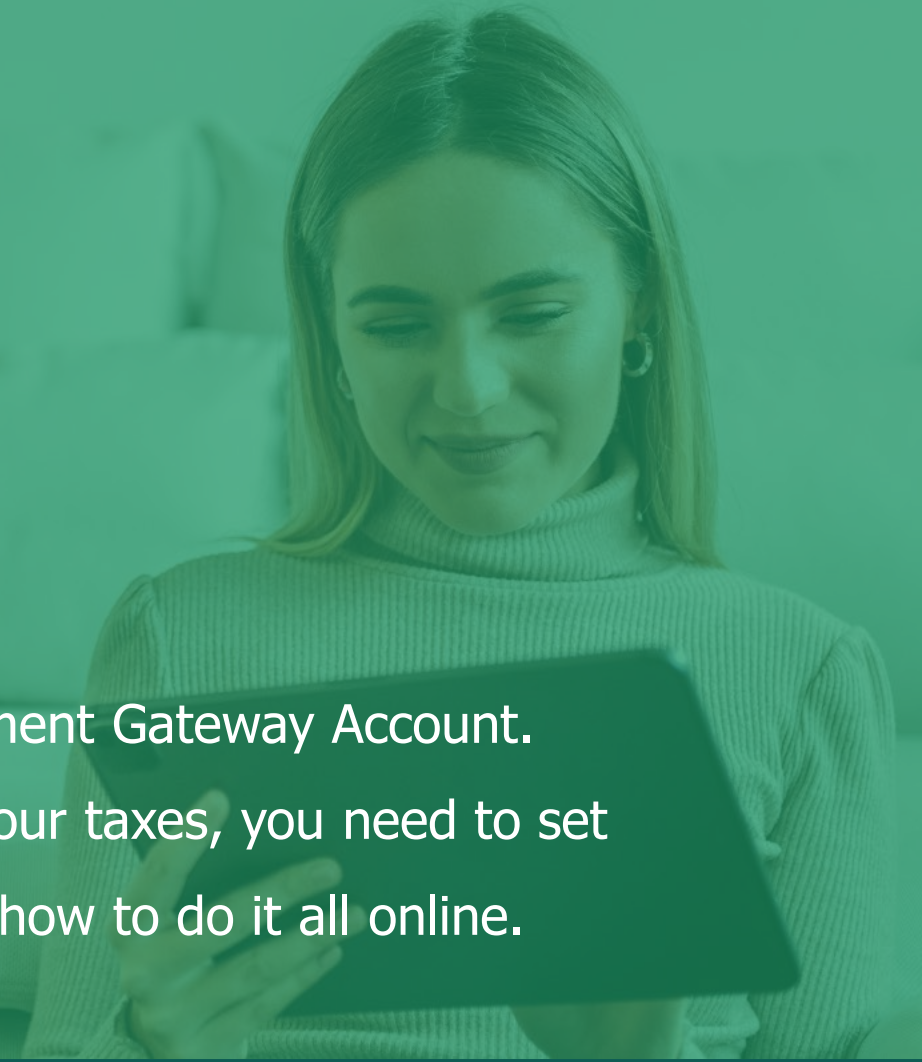


Government Gateway and linking services

A guide for hospitality businesses.

To manage your government services, you will require a Government Gateway Account.

To make it work for you, and to allow us to effectively work on your taxes, you need to set everything up, linking services. This interactive guide shows you how to do it all online.



Using this guide

This guide takes you step by step through the process from first setting up your Government Gateway, to adding services.

We include links of where you want to go online, and screenshots so you know you're on the right track.

You can scroll through this guide, or using the buttons below, jump to a specific section, or use HOME button to come back to this page.

If you need any support and are a Roslyn's client, just speak to your Roslyn's B.D.M.

If you're not yet a client of Roslyn's and need support, please [get in touch](#).



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Setting up your Government Gateway



If you've already set up your Government Gateway, you can [skip this step](#). If not, please read on...

(1) Go to HMRC's Gateway page and select Sign In

Sign in to HMRC online services

Once you've [set up an account](#), you can sign in for things like your personal or business tax account, Self Assessment, Corporation Tax, PAYE for employers and VAT.

This page is also available [in Welsh \(Cymraeg\)](#).

Sign in >

(2) To set up a new account, select 'Create Sign in details'

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

Sign in

New users of Government Gateway

[Create sign in details](#)

(3) Enter your email address and 'continue'

[Back](#)

Enter your email address

This will only be used to send you security updates or if you need to recover your sign in details.

To confirm it is your email address we will send you a code.

Email address

Continue

[Get help with this page](#)



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(4) A code will be sent to your email address, get that code from your email and enter it.

(5) Enter your full name.

(6) Create your password of 10 or more characters. This should not be a password you use elsewhere.

Enter code to confirm your email address

We have sent a code to **your.email.address@email.co.uk**

The code will expire in 30 minutes.

! If you use a browser to access your email, you may need to open a new window or tab to see the code.

Confirmation code
For example: DNCLRK

[I have not received the email](#)

Confirm

What is your full name?

Continue

[Get help with this page](#)

[Back](#)

Create a password

Your password needs to be 10 or more characters. To help you create a long and strong password, the National Cyber Security Centre recommends using three random words.

You can use a mix of letters, numbers or symbols in these three words.

Password

Confirm your password

Continue



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(7) Your gateway is now set up and you have your user I.D. which will also be emailed to you.

Make a note of your I.D. number and login info somewhere secure.

Your Government Gateway user ID is:

12 34 56 78 91 23

We have sent it to **your.email.address@email.co.uk**

You will need your user ID and your password each time you sign in to Government Gateway.

Never share your Government Gateway user ID or password with anyone else.

Continue

(8) Select either **Individual** or **Organisation** **You will need both eventually. One for personal tax matters and one for your business.**

Choose the type of account you need

- Individual
Includes personal tax account, tax credits, Self Assessment and Child Benefit
- Organisation
Includes limited companies, partnerships, charities, trusts and estates
- Tax agent
Includes accountants acting on behalf of clients, payroll bureau and bookkeepers. Does not include customs agents.

Continue

(9) Decide how you would prefer to receive your access codes.

How do you want to get access codes?

- Text message
Get codes sent to a mobile phone.
- Voice call
Get codes by automated message to a UK mobile or landline.
- Authenticator app for smartphone or tablet
Get codes generated by an authenticator app on your mobile device such as a smartphone or tablet.

Continue



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Linking your services



Linking your Corporation Tax



Linking your P.A.Y.E



Linking your Self-Assessment



Linking your V.A.T

Linking your services

Now you have your Government Gateway all set up, it is time to link your services.

This means you are connecting your tax accounts to your business's gateway.

Doing this allows you to access tax information and allows us to submit tax returns for you. It is an important step in running your business and shouldn't be missed.

(1) Select to add a tax, duty or scheme

You have not added a tax to your business tax account

You must add a tax to your business tax account to manage it online.

You will need information like your Unique Taxpayer Reference (UTR) to [add Self Assessment](#).

[Add a tax, duty or scheme now >](#)

(2) Select what you are linking

What do you want to add?

- Corporation Tax
- Employers or intermediaries, for example PAYE for employers or CIS
- Self Assessment for individuals, sole traders, partnerships or trusts, or Making Tax Digital for Income Tax
- VAT and VAT services, for example EC Sales List
- or
- Other taxes or schemes

[Continue](#)

Scroll along to go step by step or select a specific link using the buttons below.



Linking Corporation Tax (Limited Companies only)

(1) Within 14 days of company formation, HMRC will send a letter to your registered office address with your company's Unique Taxpayer Reference. It will be printed next to a heading like 'UTR' or 'Tax reference'

(2) Then add one of these other identifying pieces of information. You can search for your limited company [here](#) to check your registration number and registered office address.

Request access to Corporation Tax

Corporation Tax Unique Taxpayer Reference (UTR)
It is on documents from HMRC and is also called your tax reference. It is 10 numbers. For example, 1234567890

Complete one of the following

Company Registration Number

Enter the number you got from Companies House when you registered. Do not enter any letters or zeros at the beginning. For example, for SC001234 enter 1234.

or

Registered office postcode

Enter the postcode you used when you registered your company. For example AA11 1AA

or

Company is not based in the UK

Request access

(3) You will now receive your activation code by post (sent to your registered office address).

You've requested access to Corporation Tax

1234567890 (Corporation Tax Unique Taxpayer Reference (UTR))

You'll receive an activation code in the post within 7 days.

You need to use the activation code to get access to the tax or scheme.

Continue



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Linking your P.A.Y.E.

(1) This is a straightforward one. Just enter your P.A.Y.E. reference. This is in the format 123/AB12345 Roslyn's clients can find this in the 'My Details' of your Roslyn's client portal.

Do you have an employer PAYE reference?



Yes



No

Continue

(2) Your activation code will arrive in the post.

You've requested access to PAYE for Employers

123 (HMRC office number)
AB12345 (Employer PAYE Reference)

You'll receive an activation code in the post within 7 days.

You need to use the activation code to get access to the tax or scheme.

Continue



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NOTE: This is through your personal Gateway, not your business Gateway.

(1) When you set up your Self Assessment Account, you got a UTR. If you are not yet registered, we can help, [contact us](#).

Do you have a Self Assessment Unique Taxpayer Reference (UTR)?

Yes

No

Continue

(2) You might then be asked for your UTR number and then see an option to request access to self-assessment.

Access your Self Assessment

You need to request access to Self Assessment

Request access to Self Assessment

(3) Again, you now need to wait for the activation code through the post

You've requested access to Self-Assessment

123456790 (Unique Taxpayers Reference)

You'll receive an activation code in the post within 7 days.

You need to use the activation code to get access to the tax or scheme.

Continue

(4) You can then use that code to activate and access your self-assessment account.

Get access to Self-Assessment

123456790 (Unique Taxpayers Reference)

You will not be able to work on Self-Assessment if you incorrectly enter your activation code 3 times.

Enter your activation code

This is the 12 character code sent to you in the post

[Do not have your activation code?](#)

Get access



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Linking your V.A.T

Linking your V.A.T.

(1) First, enter your V.A.T. registration number. Roslyns clients can find this in the 'My Details' of your Roslyns client portal.

What is your VAT number?

This is the 9-digit number on your VAT registration certificate. For example, 123456789.

[Continue](#)

(2) Enter your V.A.T. registration date. This is the date on your registration certificate. Again, Roslyns clients can find this in 'My Details'.

When did you become VAT registered?

You can find this date on your VAT registration certificate.

For example, 6 4 2017

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Continue](#)

(3) Enter the postcode of your trading address.

What is the UK postcode where your business is registered for VAT?

For example, AB1 2YZ

[The business does not have a UK postcode](#)

[Continue](#)

(4) Answer this last question. You can then check all answers and submit.

Are you currently submitting VAT Returns?

Yes No

[Continue](#)

Thank you for reading

We hope this guide was helpful.

For more FREE tools and guides for hospitality businesses, go to our website's [toolkit page](#).

If you need any support and are a Roslyns client, just speak to your Roslyns B.D.M.

If you're not yet a client of Roslyns and need support, please [get in touch](#), we're here to help all hospitality businesses grow to become successful.



Contact Us



Toolkit