

HOW TO SET UP YOUR PERSONAL TAX ACCOUNT

Go to: www.gov.uk/personal-tax-account

To sign in for the first time you will need one of the following:

- **Your national insurance number**
- **A Government Gateway Account - you will have one if you have used HMRC online services before**

Click

Start now >

Select **'Create an account - If you do not already have one of these accounts'** then enter your details as requested, you should be asked the following:

- **Full Name**
- **Email Address**
- **Password**

Ensure you note your **User ID** as this will be used each time you log in. This will also be emailed to you.

HMRC have now introduced a **2-step verification** so in addition to your username and password, you will also be sent a code each time you log in. The next step will be to choose how you wish to receive this code:

If you choose a text message you will be asked for a mobile phone number. Alternatively you can have the code sent by voice call or through the HMRC app for smartphones and tablets.

You will then be asked to enter your access code which will be sent by your chosen method. You now need to complete some security questions which will be verified by HMRC.
(This is only the first time you sign in)

These questions will be:

- **Name**
- **National Insurance Number**
- **Date of birth**

Further security questions will be asked to determine your identity such as:

- **What is your Passport number and expiry date?**
- **Details from your most recent payslip**
- **Details from your P60**

You will then have access to your account. Should you have any issues or difficulty in completing any of the above steps then get in contact with and we shall guide you.