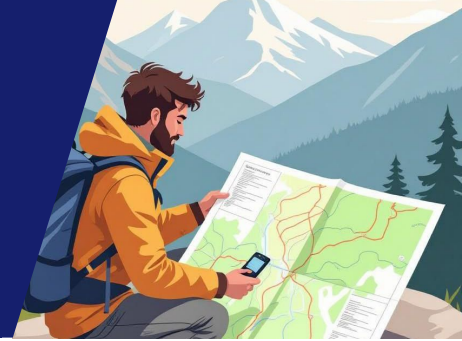


Using your Government Gateway account



Introduction

The Government Gateway is a secure online service that allows individuals and businesses to access various government services, including tax and National Insurance contributions, online submissions, and record keeping. This factsheet outlines how to use your Government Gateway account to manage your business's tax obligations and other services.

What Is the Government Gateway?

The Government Gateway is a digital portal provided by HMRC to help businesses and individuals manage their tax and government services securely. It allows you to:

- Submit Self-Assessment tax returns.
- Pay Corporation Tax, VAT, and other taxes.
- Access personal details and tax records.
- View and update National Insurance contributions.
- Submit applications for tax credits, grants, and other services.

Setting Up Your Government Gateway Account

To use the Government Gateway, you first need to create an account:

- Go to the HMRC website: Visit the HMRC website and select "Create an account."
- Provide Personal Details: You'll need to provide your name, email address, and security information to create a secure login.
- Create a Unique User ID: You'll be given a Government Gateway User ID and asked to create a password for your account.
- Link Your Account to HMRC Services: You can then link your account to specific HMRC services based on the needs of your business (e.g., VAT, Corporation Tax, or PAYE).

Accessing Your Business Information

Once set up, your Government Gateway account allows you to access and manage various business-related services:

- View and Pay VAT: If you are VAT-registered, you can view your VAT status, file VAT returns, and make payments.
- Corporation Tax: If your business is a limited company, you can use the account to file Corporation Tax returns and make payments.
- Self-Assessment: As a sole trader, you can file your Self-Assessment tax returns, pay Income Tax, and manage your National Insurance contributions.
- PAYE and Employee Information: If you employ staff, you can access payroll information, make PAYE payments, and submit RTI reports.

Tracking and Updating Your Tax Information

Your account enables you to keep track of the following:

- Payment History: View and download your payment history, including taxes paid, deadlines, and amounts due.
- Tax Calculations: See a breakdown of your tax liabilities and the figures used in your calculations.
- Update Personal Information: Ensure that your business and contact information is up to date with HMRC.

Conclusion

The Government Gateway is a powerful tool for managing your business's tax obligations and accessing other essential government services.

When providing services to our clients we have access to your information, and file tax returns, through our agent portal, however we still recommend clients also use their Gateway account.

Contact Parry and Parry if you need assistance with setting up your account or managing your business's tax-related tasks.