

Reference Numbers and Codes for Limited Companies



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What reference numbers will I need as a limited company?

When you incorporate a new limited company, you'll receive all sorts of codes and reference numbers.

You'll need to keep these safe so you can sign into your online accounts, and complete tax returns for you and your company more easily.

An important note: reference numbers versus authorisation codes

You'll be sent lots of information each time you register for a different tax service with HMRC.

Amongst these will be various references and codes. It's useful to know which is which, so you provide the right information when you need to!

- ✓ One which identifies your limited company, so you can submit a company tax return and pay Corporation Tax
- ✓ And a different one for your own personal tax information (for instance, so you can submit a Self Assessment tax return)



UTR numbers for limited companies

UTR stands for Unique Tax Reference number, which identifies your tax records. As the director of a limited company, you'll have two UTR numbers:

- ✓ One which identifies your limited company, so you can submit a company tax return and pay Corporation Tax
- ✓ And a different one for your own personal tax information (for instance, so you can submit a Self Assessment tax return)

Be careful not to mix them up!

Where do I find my UTR number?

Your UTR numbers will be sent to you by HMRC when you first incorporate your company, and then your personal one which is sent when you register as company director.

It will also be shown on any other documents or letters that they send to you, or in emails.

It's a 10-digit number, which sometimes has the letter 'K' after it:

1234567890 K



Government Gateway ID

You can create a Government Gateway ID online, and then use it to link your various tax accounts.

Whilst creating your account is very quick, it can sometimes take a while for your tax services to be linked.

This is because you'll need to request each service as you need it, and HMRC will then post a confirmation code for you to enter, in order to complete the process.

Is my UTR the same as my Government Gateway ID?

No, these are two separate numbers, with different functions. Your UTR number identifies your unique tax records.

A Government Gateway ID is a 12-digit number which is used to sign-in to online tax services, a bit like a username.

If you have an accountant who handles all your tax affairs for you, you might not have a Government Gateway ID. This is because they submit tax information on your behalf as your agent.



Other numbers you might need

As your business grows, there might be other tax services that you must register for, such as:

- ✓ VAT
- ✓ PAYE, if you take on staff and become an employer

If you're joining us from another accountant, you can simply send us their contact details, and we'll contact them to request all of your reference numbers.



Looking for more help with reference numbers?

If you have any further questions simply call us on 020 3355 4047 and one of our friendly accountancy advisors will be happy to help.



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