

# Reference Numbers and Codes for Sole Traders and Partnerships



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## What reference numbers will I need as a sole trader or partner?

When you register a partnership or yourself as a self-employed sole trader, you'll receive various codes and reference numbers. **It's useful to keep these safe**, so you can sign into your online tax account, and complete your tax information 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!

- ✓ A reference number identifies your unique tax records for that particular tax services. For instance, a VAT reference number if you register for VAT.
- ✓ An authorisation code might be issued if you want to use online services (so you can connect the tax service to your online account), or if you want to authorise your accountant to act on your behalf with HMRC.



## UTR numbers for sole traders and partnerships

In general, the most important reference number for a sole trader or partner is a UTR number.

This stands for Unique Tax Reference number, and identifies your individual tax records.

### 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**



## I'm in a partnership; why do I have two UTR numbers?

Each partner in a business partnership will have their own individual UTR, as well as the UTR for the partnership itself.



## 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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