



## Help with Getting a Government Gateway ID

Before you can submit SDLT forms online to HM Revenue & Customs (HMRC) you will need to obtain a Government Gateway ID for your Firm.

This process can bring it's own frustrations so we at SDLT.co.uk have compiled this help sheet with a view to helping you navigate through this process (driven by Government systems) as easily as possible.

**TIP 1** – read the "Top Tips" section at the end of this document FIRST... we promise it will help you.

**TIP 2** – if you have any questions about this process or would like us to do the procedure on your behalf (and at no cost to you) ring ☎ 0845 6526 855 or email [help@sdl.co.uk](mailto:help@sdl.co.uk)

**TIP 3** – are you applying on behalf of a Government Department or Local Authority? – if so follow this link [http://www.sdl.co.uk/downloads/Govt\\_LA\\_SDLT\\_Online.pdf](http://www.sdl.co.uk/downloads/Govt_LA_SDLT_Online.pdf) for some specific information relevant to you.

### The Process

1. Click on the following link (to go to the HMRC Online Services Homepage):-<https://online.hmrc.gov.uk/>
2. Next Click "Register" as a New User
3. At the next screen opt to register as an "Agent"
4. On the following screen tick "Stamp Taxes for Agents"
5. The next screen tells you what information you need to complete the process, click "next" to go to the next screen and then "next" again to go to the screen where you will be asked to "Accept" the terms and conditions. Click "Accept" (you can view the conditions first by clicking on the link). Once you have clicked "Accept" you will be taken to the first main input screen.
6. Enter in this screen your full name and the name of the Organisation (these are the compulsory fields – nothing else needs to be filled in as it's optional)
7. At the following screen enter in a password (you will need to remember this) – the password must meet certain requirements otherwise it won't be accepted, now click "Next"
8. You will now have a Gateway ID and Username – print this page out (File and Print from your web browser)
9. Click Next – now you will need to select what type of entity you are applying as:-

| Type of Entity  | Information required for Gateway                            |
|---|---|
| "Company" (or an LLP) – registered at Companies House | Company Registration No and corresponding postcode required |
| A Partnership under Self Assessment                   | UTR (Unique Tax Ref) No and corresponding postcode Required |
| Self Employed person under Self Assessment            | UTR and corresponding postcode or NI number                 |

10. The next screen will then ask you for two pieces of information which vary according to on what basis you are applying (see table above). At the end of this document you will find some "top tips" to avoid common problems with getting your Gateway ID.
11. Once you have completed these click "Next". All being well you will be told your submission is complete and a STORN (Stamp Duty Online Reference) will be displayed (you should print out this page)
12. Within 7 days you will be sent by post an activation PIN, you will then need to re-visit the link at the beginning of this document, login as an existing user and activate your account using the PIN.
13. Once step 12 is complete you are in the position to be able to submit SDLT forms online via the SDLT software (downloadable from [www.sdlt.co.uk](http://www.sdlt.co.uk)). Ring us and we can guide you through this, although there are "Installation & Setup Instructions / "Getting Started" notes available from "your account" area of the [www.sdlt.co.uk](http://www.sdlt.co.uk) website

## Top Tips

- Your UTR Number must match exactly to the postcode. For example if your UTR Number is linked to a Partner's home address (where the tax return gets sent to) then if you put in the office address's postcode against the UTR your Government Gateway application will fail.
- If you are an LLP/Registered Company then ensure the postcode you enter matches the registered office address. Remember your Registered Office maybe different to the office at which your firm is run from (you will often find the registered office address is that of your Firm's accountants for example)
- If you have moved offices recently (in the last 3 years) you may find that the Tax Office records still show your old office address so you may need to use the old office's postcode.
- It is possible that you will find your local tax office has different details for you than the national system. In such a case you need to confirm with your local tax office what details they hold for you and then ask them to get their details re-synchronised with the tax office central systems. Then wait for 48 hours and retry the gateway application process.
- Print out all the Government Gateway settings as you go through the registration process, and then keep these in a safe place.
- **If you experience a problem with registration ring or email us first. We know how the Gateway works and will do our very best to help you through.**