

LOG INTO HMRC WITH YOU USUAL DETAILS.

<https://www.access.service.gov.uk/login/signin/creds>

What you require:

1. Your VAT NUMBER
2. Your VAT CERTIFICATE – CALL ME IF YOU DON'T HAVE IT – WE CAN GET IT ONLINE.

SELECT GET ACCESS TO AN ONLINE TAX, DUTY OR SCHEME

Business tax summary

View and access your business taxes in one place

Add a tax to your account to [get online access to a tax, duty or scheme.](#)

SELECT PAYE FOLLOW THE SCREEN PROMPTS

What do you want to add?

- Corporation Tax
- Self Assessment, including partnerships and trusts
- PAYE for employers
- VAT and VAT services, for example EC Sales List
- Shared Workspace
- Other taxes or schemes

Continue

Which VAT service do you want to add?

- VAT
- EC Sales List, report sales made to VAT registered EU customers
- Government Information and National Health Trusts (GIANT)
- EU Refunds, reclaim VAT you paid in the EU
- Reverse Charge Sales List (RCSL), report sales which have reverse charge VAT
- Mini One Stop Shop (MOSS), VAT on digital services sold to EU customers
- Notification of Vehicle Arrivals (NOVA)

Continue

Do you have a VAT number?

This is the 9-digit number on your VAT registration certificate.



Yes



No

Continue

What is your VAT number?

This is the 9-digit number on your VAT registration certificate. For example, 123456789.



Continue

Request access to submit VAT Returns

VAT Registration Number

It is on your Certificate of Registration for VAT or your last VAT Return. It is 9 numbers. For example, 123456789

Postcode

Enter the postcode shown on your organisation's Certificate of Registration for VAT. For example, AA11 1AA.

Date of registration

Enter the effective date shown on the Certificate of Registration for VAT. For example, 31/12/02



Month your last VAT Return ended

For example, JAN. Use N/A if you recently registered for VAT and have not made a return yet or you are an Isle of Man registered trader.

Amount from box 5 on your last VAT Return

Enter 0 if you have not made a return yet or you are an Isle of Man registered trader.

Request access

A CONFIRMATION IS SUPPLIED

BACK TO YOUR HOME PAGE OF YOUR ONLINE TAX ACCOUNT YOU SEE THE NEW SERVICE HAS BEEN ADDED.

IT SAYS YOU ACTIVATION CODE HAS BEEN POSTED AND JUST BELOW THAT IS THE LINK TO ACTIVATE AND COMPLETE THE SET UP.

WHEN YOUR YOUR ACTIVATION CODE ARRIVES IN THE POST – LOG IN AND CLICK ACTIVATE YOUR CORPORATION TAX.

ACTIVATION IS INSTANT AND YOU CAN NOW BROWSE WHAT OPTIONS YOU HAVE AVAILABLE.