

Becoming self employed and registering for National Insurance contributions and/or tax

You must tell us when you start working for yourself – that is when you become self employed.

The easiest way is to call the Self Employed Registration Helpline on

08459 15 45 15

Check this form first for the details you must give to the operator.

You can also

- fill this form in and post it to

**National Insurance Contributions Office
Self Employment Services
Application Processing Centre
Longbenton
Newcastle upon Tyne
NE98 1ZZ, or**

- take it to any Inland Revenue office.

Please tick the box if you would like us to send you a copy of 'Starting up in business' guide after you have registered. Or you can find it on the website at www.inlandrevenue.gov.uk/startingup

If you are going to do all your work for one person or firm, you may be an employee. Our leaflet *Employed or self-employed, IR56* will tell you more about this. You can get a copy from

- any Inland Revenue office, or
- the Self Assessment Orderline on **0845 9000 404**.

If you delay telling us you are self employed for three months or more you may have to pay a penalty of £100. If you know you are registering late, please tell us the reason for the delay on a separate piece of paper.

(Please complete this form in CAPITALS)

Yourself

Mr, Mrs, Ms, Miss
or other title

First names

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Surname

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Your date of birth (for example 09/08/1972)

Day	Month	Year

Your National Insurance number

Letters	Numbers	Numbers	Numbers	Letter

Address

Postcode

Your home phone/mobile number

Your home e-mail address

Please tell us your most recent tax reference number – if previously employed it will be the employer reference shown on your PAYE end of year form P60 or P45 or if previously self employed it will be the ten digit reference (under UTR) in the top left hand corner on page 1 of your Tax Return.

If you are employed as well as working for yourself

If you have any paid employment in addition to being self employed please enter your employer's name and address details below.

Employer

Address

Postcode

Your business

When did you start working for yourself?

Day	Month	Year

What sort of self employed work do you do?

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If you intend working as a subcontractor in the Construction industry you must have an Inland Revenue registration card to get paid. To find out how to get one contact any Inland Revenue tax office immediately.

Your business *continued*

Please tick box if you are a Share Fisherman (see leaflet CA11 for further information).

Please tick if you are on the New Deal 25+ scheme.

What is your business name and address?

Name
Address
Postcode

Your business telephone number

Your business e-mail address

What is your position in the business? For example, sole trader, partner.

Do you have any business partners? *✓ tick as appropriate*
Yes No

If you have business partners they also must register as individuals for National Insurance contributions.

Business partner's full name

Business partner's National Insurance number

<small>Letters</small>	<small>Numbers</small>	<small>Numbers</small>	<small>Numbers</small>	<small>Letter</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Business partner's address

Address
Postcode

If you have more than one partner please write their names, addresses and NI numbers on a separate piece of paper and send it to us with this form.

If you are, or will be, doing all your work for one person or firm, please enter their name and address.

Full name
Address
Postcode

How to pay your Class 2 NICs

For tax year 2004-05 self employed National Insurance contributions are £2.05 per week.

To arrange payment of your National Insurance contributions just fill in the Direct Debit mandate attached.

If you are unable to pay by Direct Debit we will arrange to send you a bill every 13 weeks. These will be issued in January, April, July and October.

If you expect your income from the business to be below £4,215 for the tax year 6 April 2004 to 5 April 2005 you may not have to pay National Insurance contributions. If you would like more information on the Small Earnings Exception (SEE) tick the box.

Employing someone else

If you are thinking of taking someone on, or already employ someone else, please phone the New Employer's Helpline on **0845 607 0143**. Or tick the box and we will send you more information.

VAT

Please read the note about VAT in the attached leaflet. If you would like a VAT registration application form tick the box.

Signed

Date

<small>Day</small>	<small>Month</small>	<small>Year</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>