

AS OF DATE:
05/05/2020

SELF-EMPLOYMENT

INCOME SUPPORT SCHEME



HOW TO SET UP YOUR PERSONAL TAX ACCOUNT

AND MAKE A CLAIM UNDER THE
SELF-EMPLOYMENT INCOME
SUPPORT SCHEME (SEISS)

How to make a claim

We have produced a step by step guide on how to claim for the **Self-Employment Income Support Scheme (SEISS) Grant** as HMRC are not allowing accountants and tax advisors to apply for their clients.

These steps are necessary for you to make a claim.

STEP 1: CHECK IF YOU ARE ELIGIBLE TO MAKE A CLAIM

Visit the HMRC website using the following weblink and enter your Self-Assessment UTR Number and National Insurance Number. Your UTR is 10 numbers, for example 1234567890. It will be on tax returns and other letters about Self-Assessment. It may be called 'reference', 'UTR' or 'official use'.

<https://www.tax.service.gov.uk/self-employment-support/enter-unique-taxpayer-reference>

Please note, this eligibility checker only went live at the beginning of May and is experiencing some teething issues with regards to who is eligible and who is not. If it says you are not eligible, this could be an incorrect result so regardless of the result, proceed to step 2.

STEP 2: CREATE A PERSONAL TAX ACCOUNT

Go to: www.gov.uk/personal-tax-account

To sign in for the first time you will need one of the following:

- Your national insurance number
- A Government Gateway Account – you will have one if you have used HMRC online services before

Click '[Start Now](#)'

Select '**Create an account – If you do not already have one of these accounts**' then enter your details as requested, you should be asked the following:

- **Full Name**
- **Email Address**
- **Password**

Ensure you note your **User ID** as this will be used each time you login. This will also be emailed to you.

HMRC have now introduced a **2-step verification** so in addition to your username and password, you will also be sent a code each time you log in. The next step will be to choose how you wish to receive this code.

If you choose a text message you will be asked for a mobile phone number. Alternatively, you can have the code sent by voice call or through the HMRC app for smartphones and tablets.

You will then be asked to enter your access code which will be sent by your chosen method.

You now need to complete some security questions which will be verified by HMRC. (This is only the first time you sign in)

These questions will be:

- **Name**
- **National Insurance Number**
- **Date of Birth**

Further security questions will be asked to determine your identity such as:

- **What is your Passport number and expiry date?**
- **Details from your most recent payslip**
- **Details from your P60**

You will then have access to your account. **This will be in preparation for the claim to be made sometime on or after the 13th of May.**

STEP 3: ACTIVATE SELF-ASSESSMENT ON YOUR TAX ACCOUNT

Once you have created your personal tax account, follow the on-screen instructions to add self-assessment to your account. **THIS STEP IS IMPORTANT.**

HMRC will then send you a letter containing an activation code, within 10 days. This code needs to be entered to activate your self-assessment on your Personal Tax Account.

STEP 4: MAKE YOUR CLAIM WHEN THE SCHEME OPENS

Login to your Personal Tax Account using the password and User ID you created in step 2.

You will only need your:

- Self-Assessment UTR
- National Insurance Number
- Bank Account Number and Sort Code you want HMRC to pay the grant into (only provide bank details where a BACs payment can be accepted)

You will have to confirm to HMRC that your business has been adversely affected by the coronavirus. HMRC will also check claims and take appropriate action to withhold or recover payments found to be dishonest or inaccurate.

Please note, your UTR will be on any correspondence and letters you have received from HMRC. It will be located on the top right-hand corner of the letter and is 10 digits long.

Support from the Hillmans Team

Although we cannot make the application for you, we can talk you through setting up your online Tax Account and help you with the information you need to enter for the grant application.

**Speak to us if you need any help or advice making a claim, we are here to help.
01934 444100 or steve@hillmans.co.uk.**