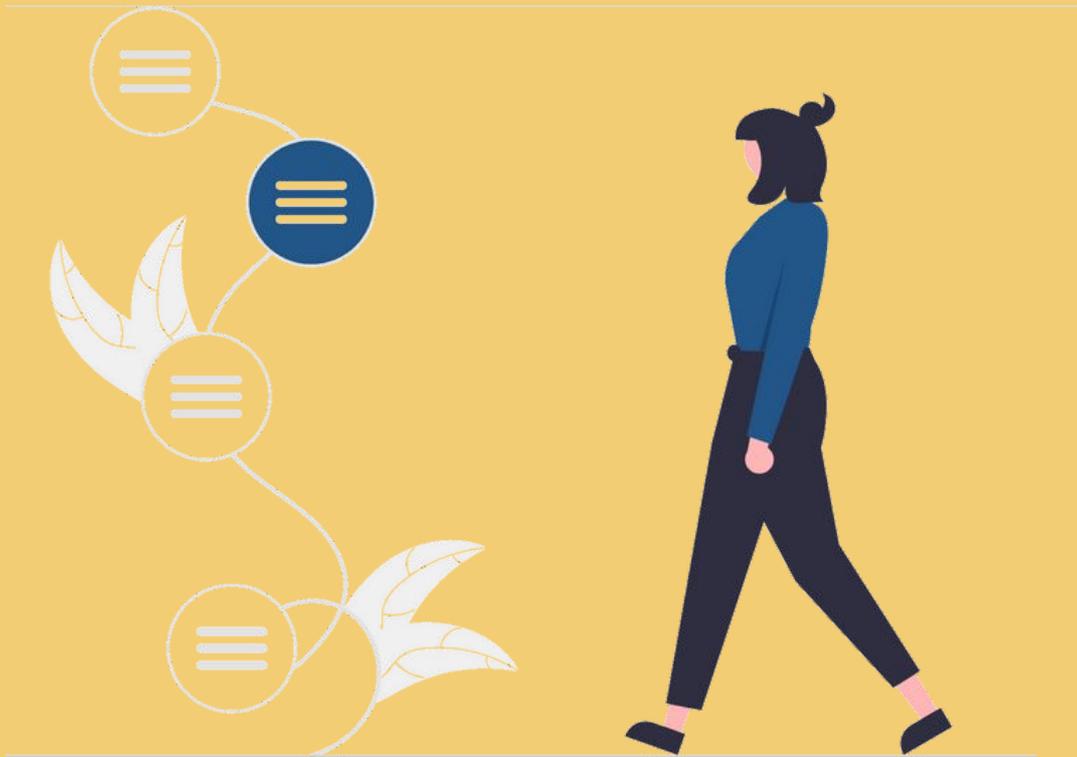




UTR NUMBERS.



Starting a business should be easy. Here is UTR Numbers explained!

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What Is A UTR Number?

A unique taxpayer reference (or UTR) number is a ten-digit code that's unique to you or your company.

It's intended to identify you or your business personally with HMRC for anything and everything that has to do with your tax obligations.

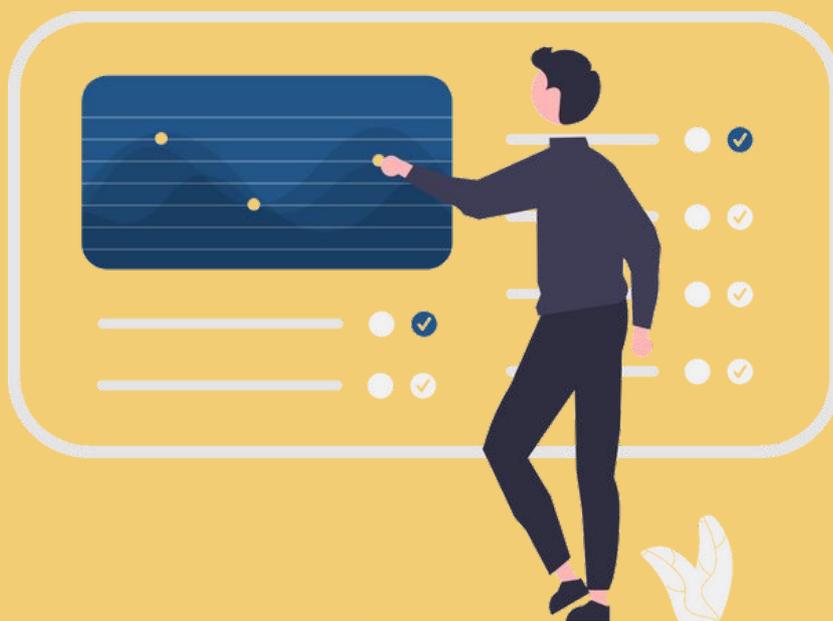
Free Registration

For all Accountancy and Virtual Office packages

Personal & Company UTRs

Personal UTRs are automatically issued by HMRC to anybody who registers for self-assessment. These numbers cannot be utilized as your company UTR. Instead, you'll be assigned a **separate UTR for your company** after it's incorporated.

You don't need to do any work to make this happen. Companies House will notify HMRC at the appropriate time and, within days following your company formation, you should receive a letter from HMRC that includes your company's UTR. The letter will be addressed to your registered office address - not your own personal address.



Why Do You Need A UTR?

Not everyone needs a UTR number. But if you file Self Assessment tax returns, you'll need one so that:

- 1. HMRC can monitor your tax obligations:** HMRC will use this reference to track your tax obligations, which could help you also get a tax refund if you've overpaid your tax.
- 2. You're able to file tax returns:** You'll need it for your 2019/2020 self assessment tax return if you're self employed. Your company UTR is needed to calculate your company tax.
- 3. You're able to work with accountants:** Accountants and financial professionals will need to know your UTR to help with your filings and financial affairs.

Where To Find Your UTR.

You can easily locate your UTR number from various **HMRC documents**:

- Previous tax returns
- Payment reminders
- Notices to file tax returns
- Statements of account
- The "Welcome to self-assessment" letter (SA250)

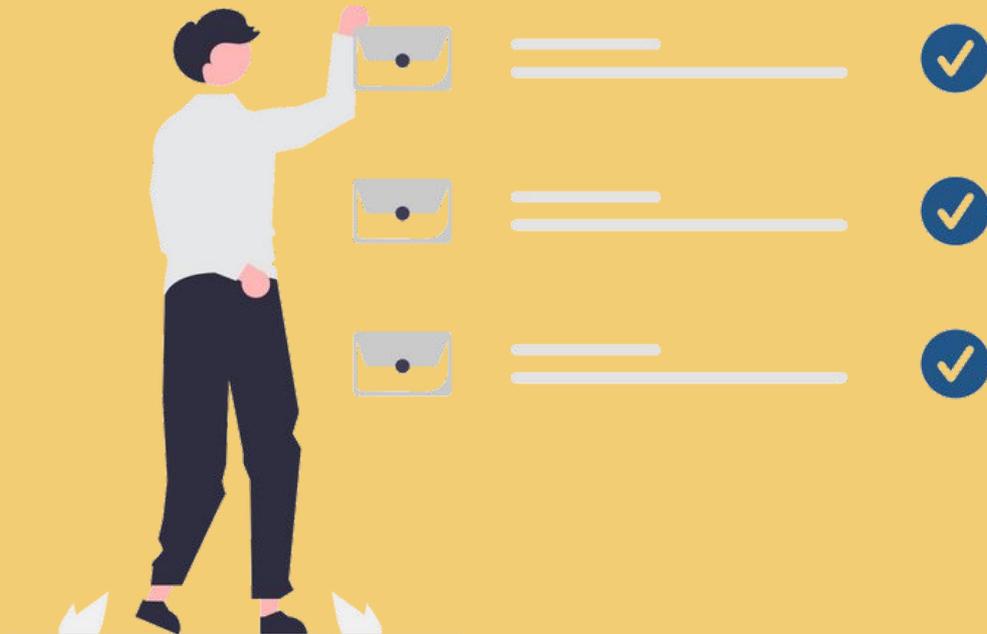
You can also **call HMRC** at 0300 200 3310 and request your UTR number over the phone, or locate it online using your Government Gateway account. Your UTR number is located at the top right-hand corner of your account summary.



How To Obtain A UTR

You'll automatically receive a UTR number after you've completed the process of registering for Self Assessment or setting up a limited company.

It can take some time to receive your number, so it's best to apply a few months in advance of when you'll need your UTR number to ensure that you won't miss any important deadlines.



UTR NUMBERS.

To obtain a UTR number, you'll need to provide the following information:

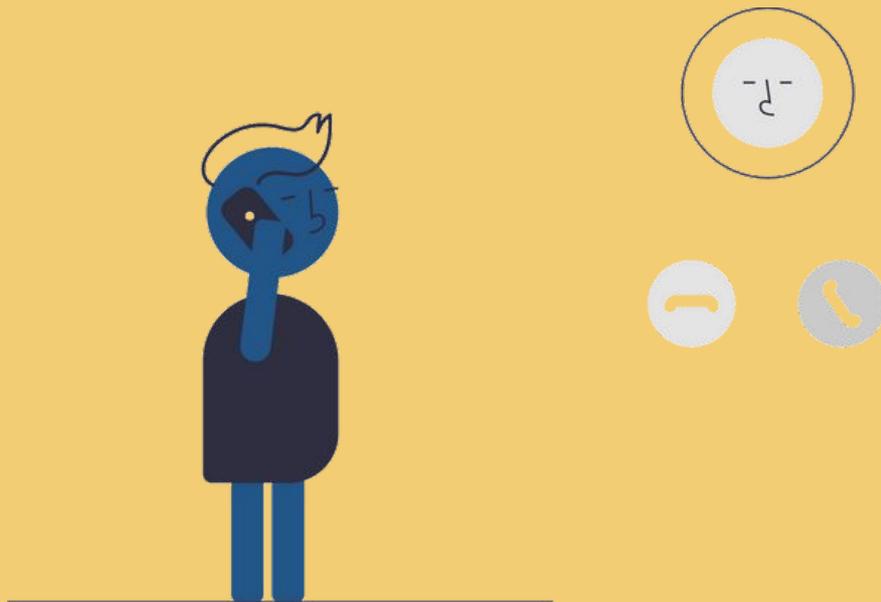
- Your full name
- Your current address
- Your National Insurance Number
- Your date of birth
- Your phone number
- Your email address
- The date that your self-employment began
- The type of business you're starting
- The address of your business
- The phone number for your business

Applying for your UTR number is free and - provided you've got all of the necessary information on hand - easy. You can notify HMRC online, or fill out a form to submit by post.

Lost Your UTR?

If you've lost your UTR number, you'll need to act quickly to rectify the situation.

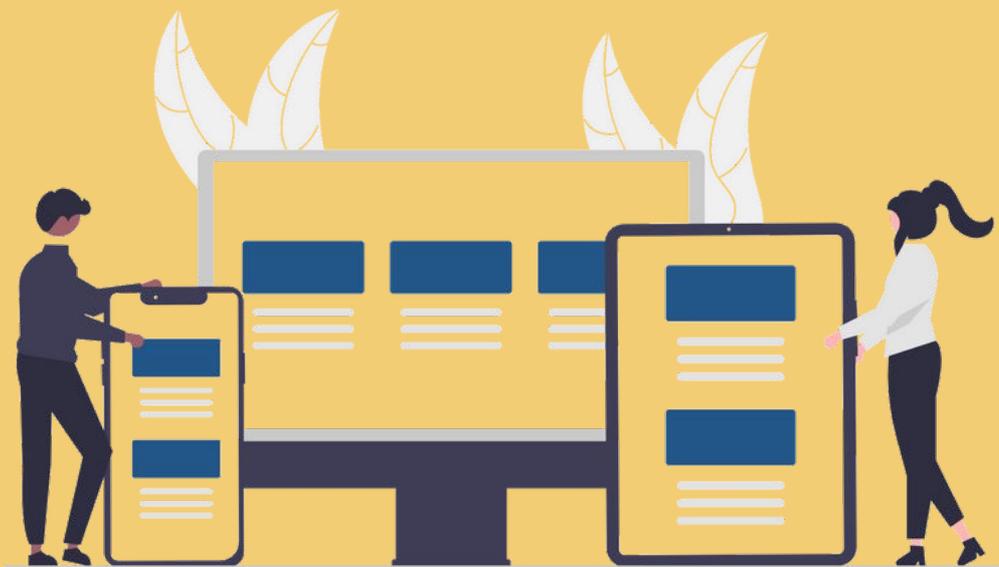
When it comes to taxes and the government, it's always best to have your ducks in a row before deadlines start approaching. Have your National Insurance number at the ready, and then ring the HMRC Self Assessment helpline at 0300 200 3310.



Transferring Or Acquiring A Company UTR.

If you've purchased a company, and continue to trade under the same company number, there won't be any changes to the UTR number.

If the assets and liabilities of the company are being transferred to the acquiring company (effectively meaning it's no longer trading as the same entity), then the acquiring company's UTR number will apply.



UTRs For Partnerships.

If you're in a business partnership, you'll need a company UTR number, as well as a personal UTR number for each partner to file your tax returns online.



[Book a Free Consultation](#)

Using The Wrong UTR.

What happens if I've entered the wrong UTR number? You should notify HMRC by phone or in writing to rectify the mistake.

While entering the wrong UTR number is a common mistake made on tax returns, you may have to pay a fine if HMRC deems that you haven't shown enough care when completing your forms.

Who we are.

Forma was created by contractors for contractors. We wanted a company that would manage our accounting, reduce our admin, enable us to network and find new opportunities. Nothing came close, so we built GoForma.



START YOUR BUSINESS, SWITCH YOUR
ACCOUNTING GET A VIRTUAL OFFICE.