

You must tell us when you start working for yourself - that is, when you become self-employed. The easiest way is to call the Helpline for the Newly Self-Employed on **0845 9 15 45 15**. This form details the information you must give to the operator.

You can also now register online - go to www.hmrc.gov.uk/selfemployed and select 'register as self-employed'. Alternatively, you can fill in the form and post it to us at the address shown overleaf.

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 in the 'Additional Information' box overleaf. You must complete this form in capital letters.

For official use only
System Action Complete

NIRS

TBS

SA

i Take particular care to complete the questions with this symbol.

About You

Title - enter Mr, Mrs, Miss, Ms, or other title

Surname

First name(s)

i Your date of birth DD MM YYYY

Previous surname (if applicable)

Date of name change DD MM YYYY

i Your National Insurance number

If you do not have a National Insurance number please tick the box.

If you were previously self-employed please tell us your most recent tax reference. It will be the ten-digit reference (the UTR) in the top left-hand corner on page 1 of your Tax Return.

Your address

 Postcode

Your contact phone number

If you are not a UK resident, and have come to the UK from abroad within the last 12 months, please tick this box.

About Your business

i When did you start working for yourself? DD MM YYYY

i What sort of self-employed work do you do?

If you intend working as a subcontractor in the Construction Industry you must be registered with the HM Revenue & Customs Construction Industry Scheme. To find out how to do this phone the CIS Helpline on **0845 366 7899**.

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

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

What is the name of your business?

Business address

 Postcode

Your business phone number if different from your contact number

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

Do you have any business partners?

No Yes

If you have business partners they also must register.

Business partner's name

Business partner's National Insurance number

Your business continued

Business partner's address

Postcode

If you have more than one partner please write their names, addresses and National Insurance numbers in the 'Additional information' box.

If you are joining an existing business partnership, please provide the partnership tax reference number.

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If you are going to do all the work for one person or firm, you may be an employee. For more information you can:

- phone the Self Assessment Helpline on **0845 9000 444** or
- visit any HM Revenue & Customs office.

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 National Insurance contributions (NICs)

For tax year 2008-09 self-employed National Insurance contributions are £2.30 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 £4,825 for the tax year 6 April 2008 to 5 April 2009 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 VAT 1 *Application for registration* form tick the box.

Starting up in business guide

Please tick the box if you would like us to send you a copy of 'Starting up in business' after you have registered. You can also find it at www.hmrc.gov.uk

Signed

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Date DD MM YYYY

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Additional information

Please send the completed form to:

National Insurance Contributions Office
Central Agent Authorisation Team
Longbenton
Newcastle upon Tyne
NE98 1ZZ

or take it to any HM Revenue & Customs office.