# **Your Personal Tax Account**

How to provide details of your PAYE earnings by logging into or setting up a personal tax account with HMRC.





We sometimes need details of your PAYE earnings urgently; waiting for HMRC can otherwise take weeks and cause delays.

You should be able to obtain proof of your PAYE earnings via your "Personal Tax Account". If you have not got one, please follow these instructions to set one up.

### 1. Set up your Personal Tax Account

Visit https://www.gov.uk/personal-tax-account and choose "Start now".



You will then need to sign in with your Government Gateway account.

If you do not already have one, follow the instructions on the screen to create your account. You will need your NI number and a recent payslip, P60 or your passport for this.

(	Sign in with Government Gateway
	You'll have a user ID if you've signed up to do things like file your Self Assessment tax return online.
$\left( \right)$	Sign in with GOV.UK Verify You'll have an account if you've already proved your identity with either Barclays, Digidentity, Experian, Post Office or SecureIdentity.
$\subset$	Sign in with a digital identity from another European country If you are part of Germany's Online-Ausweis you can use it here. Identity schemes from other countries will become available later.
•	or Create an account If you do not already have one of these accounts, we'll help you choose whether to use Government Gateway or GOV UK Verify.

Once you've signed in, you'll be taken to your Personal Tax Account home page.

## 2. View your PAYE earnings

From your Personal Tax Account home page, select the Pay As You Earn (PAYE) option.

	♠ Account home		Messages	Check progress	Your account 🗸	Sign out
_	Account home					
	Income					
$\langle$	Pay As You Earn (PAYE)	National Insurance				
	Check or update the employment, pension or other income information	You have a National to make sure your Na	nsurance numb ational Insuranc	er e		
	used to work out your PAYE Income Tax and tax codes.	contributions and ta against your name or	k are recorded nly.			
		View your National Ir	surance letter			

Select "Check previous tax years" to view your PAYE earnings.

Account home		Messages	Check progress	Your account ∽	Sign out
Your PAYE	Income Tax	( over	view		
Check previous tax yea	rs Check current	tax year			
Cneck the Income Tax you pe	id on Check your tax cod	les and Income Tax	ĸ		

You will now see a summary from the previous tax year. You can view your PAYE earnings from other recent tax years by selecting from the menu on the right hand side of the page.

Navigate to a relevant tax year then click on "Check the income details sent to us" to see the details of that year's PAYE earnings.

Your taxable income for 6 April 2018 to 5 April 20	19
Your income from employment	Other tax years
	<u>6 April 2017 to 5 April 2018</u>
	<u>6 April 2016 to 5 April 2017</u>
	<u>6 April 2015 to 5 April 2016</u>
Tax code at end of year Payroll number: 000202	

You will need to view, save and print your PAYE earnings for each tax year separately.

#### 3. Print your PAYE earnings

When you are in the detailed view (having clicked on "Check the income details sent to us" above) you can then save and print each tax year's record in order to send it to your accountant at Warr & Co.

First, click on the "Print this page" link.

♠ Account home			Messages	Check progress	Your account $\backsim$	Sign out
Back					$\langle$	Print this page
Understandi	ng your tax					
Taxabl	e incom	e from				
The taxable incom 27 April 2018 to 2	ne and the Income Ta 5 January 2019.	ax and National Ir	nsurance you paid fi	rom		
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The taxable incom 27 April 2018 to 2 Date	ne and the Income Ta 5 January 2019. Taxable income (£)	ax and National Ir sent us these fig Income Tax paid (£)	nsurance you paid fr ures. <b>National Insura</b> paid	rom Ince I (£)		

**NOTE:** It is important that you click on the "Print this page" link before saving your PAYE details, as your name appears only on the print version (as shown below) and not on the online page.

	HM Revenue & Customs
Taxab	le Income
Vourna	
Taxable	income from
The taxable	income and the Income Tax and National Insurance you paid from 27 April 2018 to 25 January 2019.
	sent us these figures.
Date	Taxable income Income Tax paid National Insurance paid
<b>Date</b> 27 Apr 2018	Taxable income Tax paid National Insurance paid
<b>Date</b> 27 Apr 2018 25 May 2018	Taxable income Income Tax paid National Insurance paid
Date 27 Apr 2018 25 May 2018 29 Jun 2018	Taxable income Income Tax paid National Insurance paid
Date 27 Apr 2018 25 May 2018 29 Jun 2018 27 Jul 2018	Taxable income Income Tax paid National Insurance paid
Date 27 Apr 2018 25 May 2018 29 Jun 2018 27 Jul 2018 31 Aug 2018	Taxable income Income Tax paid National Insurance paid
Date 27 Apr 2018 25 May 2018 29 Jun 2018 27 Jul 2018 31 Aug 2018 28 Sep 2018	Taxable income Income Tax paid National Insurance paid
Date 27 Apr 2018 25 May 2018 29 Jun 2018 27 Jul 2018 31 Aug 2018 28 Sep 2018 26 Oct 2018	Taxable income Tax paid National Insurance paid

You can then save the printable page by clicking "File" then "Save as" within your web browser, making sure to use a helpful file name such as PAYE Earnings 2018-19.

Do this for each relevant tax year.

## 4. Send us your PAYE earnings

Once you've saved your PAYE earnings, you can send them to us.

If you are registered for the Warr & Co portal, you can upload the document to our portal at <u>https://warr.co.uk/login</u>. Alternatively, you can email or post them to us.

You should **password protect** your document before sending it to us by email. If using Adobe software, you can do this by opening the document, selecting "File" > "Properties" > "Security" and setting password security. If not, there is plenty of guidance online.

We would suggest using your date of birth as the password in the following format **DDMMYY**, as we can then access the document without having to contact you. If not, you will need to phone us with the password.

Once we have received your PAYE earnings, we will check them and let you know whether there is anything further you need to do.

# **Contact Warr & Co Chartered Accountants for all of your personal tax and business accounting needs.**

Warr & Co are a firm of chartered accountants with offices in Stockport, Manchester and London. Our fully qualified accountants are available across all locations.

We are different. We offer a tailored accountancy solution and bespoke financial advice for both personal or business needs. We use the latest technology to make your experience with us as simple and efficient as possible.

We specialise in company formations and providing business startup advice.Whatever your accountancy, tax or business needs, we are committed to helping you.

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