



Everyone starting out as self-employed needs to register with HM Revenue & Customs (HMRC). You should tell us as soon as you start working for yourself (you can't register in advance). If you have delayed registering, you may have to pay an initial penalty. You will also have to pay further penalties if payments become due and have not been met. Please complete this form in capital letters, taking particular care to complete all the questions relevant to you.

For official use only

System Action Complete

NPS TBS SA PAYE

About you

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

2 First name(s)

3 Surname or family name

4 Other names

5 Previous surname (if applicable)

6 Date surname changed DD MM YYYY

7 Reason name changed (married, divorced, widowed or other)

8 Your date of birth DD MM YYYY

9 Your current home address

10 Your previous home address

11 Are you a UK resident?

Yes Go to question 12

No If you have come to the UK from abroad within the last 12 months please tick this box

Your reference numbers

12 Your National Insurance (NI) number

We need a NI number to effectively administer your National Insurance record. You must also have a NI number before you can be registered for Self Assessment. If you do not have one, phone Jobcentre Plus on 0845 6000 643 to make an appointment to attend an evidence of identity interview to get one. Without a valid NI number we will not be able to provide you with a Unique Taxpayer Reference (UTR)

13 Have you been self-employed before?

No Go to question 14

Yes Tell us your tax reference number. It will be the ten digit reference (the UTR) in the top left-hand corner on page 1 of your tax return.

About your business

14 When did you start working for yourself?

DD MM YYYY

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15 What is the name of your business?

If your business does not have a name you can leave this box blank.

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

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17 Please tick this box if you are a subcontractor in the HM Revenue & Customs Construction Industry Scheme (CIS). Otherwise leave blank.

Phone **0845 366 7899** for further information about CIS. You still need to fill in the rest of this form to register as self-employed.

18 Please tick this box if you are a share fisherman. Otherwise leave blank.

19 Please tick this box if you are on the New Deal 25+ scheme. Otherwise leave blank.

20 Business address

If your business address is the same as your home address leave this box blank.

Postcode

21 Your daytime phone number

You can give us a mobile number if you want to.

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22 Your business phone number if different from your daytime phone number

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

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24 Do you have any business partners?

No Yes

Please note: all business partners must complete a separate CWF1.

25 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:

- check your employment status at www.hmrc.gov.uk/calcs/esi.htm or
- go to any HM Revenue & Customs office.

26 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)

The best way to pay your Class 2 NICs is by direct debit. Fill in application form CA5601 *Application to pay self-employed National Insurance contributions (NICs) by Direct Debit*. To get form CA5601 go to www.hmrc.gov.uk and under *quick links* select *find a form* and enter *CA5601*.

Our automated collection process will give you peace of mind that your future pension and benefit rights are protected. For tax year 2010-11 self-employed NICs are £2.40 per week.

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 £5,075 for the tax year 6 April 2010 to 5 April 2011 you may not have to pay NICs.

If you would like more information on the Small Earnings Exception (SEE) tick the box or go to www.hmrc.gov.uk/forms/cf10.pdf

Employing someone else

If you are thinking of taking someone on, or already employ someone else, please phone the New Employer Helpline on **0845 60 70 143** or tick the box and we will send you more information.

VAT

For more information on VAT go to www.hmrc.gov.uk/vat

If you would like a VAT1 *Application for registration* form tick the box, or you can also go to www.hmrc.gov.uk and under *quick links* select *Find a Form* and enter *VAT1*.

Starting up in business guide

Please tick the box if you want us to send you a copy of SE2 *Giving your business the best start with tax* after you have registered. You can also find it at www.businesslink.gov.uk/taxhelp

Newly self-employed workshops

If you are thinking of working for yourself or have just started, you can arrange to attend a free workshop. They can give you free practical advice on the tax matters that will affect you like:

- record keeping
- filling in and filing your tax return and
- what to do if you take someone on.

To find out more go to www.hmrc.gov.uk/bst or phone **0845 603 2691**.

Your signature

Signed

Date DD MM YYYY

What to do next

Please send the completed form to:
National Insurance Contributions Office
Central Agent Authorisation Team
Benton Park View
Newcastle upon Tyne
NE98 1ZZ