



For official use only

System action complete

NPS TBS SA PAYE

About this form

This form is designed to be filled in on screen. You must answer all the questions except those marked 'optional'. You can't save the form but once you've completed it you'll be able to print a copy and post it. Only use this form if you can't use online services, for more information follow the link below:

If you're starting out in self-employment you must tell us straight away. If you're not starting within 28 days you can't register yet.

National Insurance number:

You must have a National Insurance number before you can register for Self Assessment or self-employment. To apply for a National Insurance number phone Jobcentre Plus on **0800 141 2075** you may be asked to go to an interview to confirm your identity.

Don't fill in this form CWF1 if you want to register:

- a new partnership, fill in form SA400, for more information follow the link below
- as a partner, in a partnership, fill in form SA401, for more information follow the link below
- as a director, fill in form SA1, for more information follow the link below
- partners who are not individuals, fill in form SA402, for more information follow the link below

Appointing an agent

If you authorise an agent to act on your behalf, ask them about online authorisation or download form 64-8, for more information follow the link below.

More information

A self-employed person must pay Class 2 National Insurance contributions for each week of self-employment. Your payments count towards your State Pension and may allow you to claim these benefits:

- Employment and Support Allowance
- Jobseeker's Allowance-share fishermen only. For more information about the rules that apply follow the link below

More Information continued

Self Assessment

To find out more about registering for Self Assessment and your Unique Taxpayer Reference (UTR) follow the link below.

Starting up in business

Starting and running a business is challenging and we understand that our customers often need help to understand their tax affairs. For more information follow the link below.

We have designed some help that comes to you by email. Many thousands of businesses are using this help to keep track of things they need to do. You can sign-up for that help. For more information following the link below.

We have a library of videos on YouTube. For more information go to www.youtube.com/user/HMRCgovuk

You can follow us on twitter @HMRCBusiness. Sign up here to receive emails from HMRC about help available for your business. For more information and links to material on various business topics including tax, follow the link below.

If you have previously given your email address to us we may email you from time to time to offer help about your tax.

About you

National Insurance number

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Date of birth

01 01 1970

Are you male or female?

- Male
 Female

Title

Mr

First name(s)

Bob

Last name

Bobface

Have you had another last name?

- Yes
 No

Current home address

Is this address in the UK?

- Yes
 No

Line 1

1 High Street

Line 2

Townplace

Line 3 (optional)

Postcode

BB1 1BB

Date you moved to this address

01 01 1980

Have you lived at another address in the last 3 years?

Yes

No

Daytime phone number

0777777777

Do you have a contact email address?

Yes

No

Email address

Are you a UK resident?

Yes

No

Have you previously registered for Self Assessment?

Yes

No

About your business

When did you start working for yourself or when did your trading allowance exemption cease?

01 01 2020

Does your business have a name?

Yes

No

Business name

What sort of self-employed work do you do?

Freelance oddjobs

Are you a sub contractor under the Construction Industry Scheme (CIS)?

Yes

No

Are you a share fisherman?

Yes

No

Is your business in land and property?

Yes

No

Are you a Lloyds Underwriter?

Yes

No

Are you an Examiner, Invigilator or set examination/test questions under a 'Contractor Service'?

Yes

No

Are you a Minister of Religion - not in receipt of salary or stipend?

Yes

No

Is your business in investment?

Yes

No

Is your business address the same as your home address?

Yes

No

Will you be doing all your work for 1 person or firm?

Yes

No

Declaration

I confirm that the information I have given is correct

When you have printed the form, please sign and date it in the appropriate boxes.

Signature

Full name

Date

DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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What to do now

Please send the completed form to:

HMRC
National Insurance Contributions and Employer Office
Self-employment and Self Assessment Registrations
Benton Park View
NEWCASTLE UPON TYNE
NE98 1ZZ