

Register as an employer - Sole trader

*indicates required information

Agent information

Are you an agent acting on behalf of an employer engaging subcontractors? If 'Yes' please tick the 'Agent' box below.

Agent

Employer details

Proprietor name: *

Unique Taxpayer Reference:

National Insurance number: *

Business details

Trading name (if appropriate):

Business address line 1 (not a PO *
Box number):

Business address line 2: *

Business address line 3:

Postcode: *

Business telephone number:

Nature of business being *
registered:

Please enter below the number of employees you employ or expect to employ in this tax year.

Number of employees: *

Have you already made payments to employees? If 'Yes' please tick the box below.

Yes, payments already made

Will you be engaging any subcontractors in the construction industry during this tax year? If 'Yes' please tick the box below.

Yes, I'll be engaging subcontractors

First pay date: *
dd/mm/yyyy

If your business is a limited company do you intend to reclaim Construction Industry Scheme (CIS) deductions taken from payments? If 'Yes' please tick the box below.

Yes, I'm intending to reclaim CIS deductions

Do you intend to provide expenses and benefits to your employees? If 'Yes' please tick the box below.

Yes, I'm intending to provide expenses & benefits

Will you be acting as a Troncmaster? If 'Yes' please tick the box below.

Yes, I'll be acting as a Troncmaster

Are you providing new employer details to operate an Occupational Pension Scheme? If 'Yes' please tick the box below.

Occupational Pension Scheme

Will you be employing staff undertaking electoral duties? If 'Yes' please tick the box below.

Electoral duties

Will you be employing staff to take on occasional educational examination duties? If 'Yes' please tick the box below.

Examination duties

Contact details

Contact email address: *

Contact telephone number: *

Correspondence name (if different to proprietor):

Correspondence address (if different to business address).

Correspondence address line 1:

Correspondence address line 2:

Correspondence address line 3:

Postcode:

After you click the 'Next' button you will see a preview page summarising the information you have provided. If this page is not displayed, please use the scroll bar to locate any missing or incorrect entries highlighted in red.