



# My Virtual Financial Controller

Financial Wizardry for the Self Employed

## How to register as self employed

"On a mission to help women in business"

Accounting, tax & bookkeeping services  
for women in business & microbusiness

# The basics



## How to register as self employed

Once you have started trading you need to register with HMRC as self-employed. There is no hard and fast deadline, you are required to register “as soon as possible” but a good rule of thumb is to register within 3 months.

Registering is easy. You can either call HMRC on their Newly Self-Employed Helpline on 0300 200 3504, or you can complete a [form online](#). They will ask you for:

- Your National Insurance number;
- Whether you have previously registered for Self Assessment (if so they will ask for your Unique Tax Reference or UTR);
- Your name;
- Date of birth;
- Address.

Some 3-4 weeks after you have registered you will be sent a letter with your Unique Tax Reference, which is a unique 10 digit reference. Make sure you keep a note of this as you will need it to complete your tax return.

