

Go to <https://www.gov.uk/guidance/sign-up-for-making-tax-digital-for-vat> selecting the agent link. Then sign in using your **agent services account** GG ID and password



- Enter your Client's VRN
(Checking that you're authorised to act on their behalf)
- Select your Client's business entity type
(Not required for overseas companies with no UK establishment)
- Confirm your Client's business entity
(As registered at Companies House)
- Confirm your email address for sign up communication
(One time use only your email is not used for any other purpose)
- Confirm your Client's contact preference
(Paper, emails & HMRC account secure messages).
Client e-mail address is mandatory if paying by direct debit
- Enter your Client's business email address

Additional Identifiers:

Limited Company/registered society- Company Registration Number (CRN)

Limited Partnership – CRN/Partnership UTR/postcode where business is registered for Self-Assessment

General Partnerships – Partnership UTR / postcode where business is registered for Self-Assessment

Sole Traders – First name, last name, national insurance number, date of birth (this will change to just national insurance number in Mid-May)

For other entity types only VRN is required (no other identifiers)