

If you can not afford to pay your self assessment tax on the 31st January HMRC are allowing you to go on line and set up a payment plan. BUT to do this you need your own account with HMRC. If you do not have one you will have to sign up for your own personal account with HMRC first – this can take up to 2 weeks . DO IT NOW.

Click here and follow the steps below : - <https://www.gov.uk/log-in-register-hmrc-online-services/register>

Step One:

Select want a personal tax account / Start now

HMRC services: sign in or register

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- Register for HMRC online services

Register for HMRC online services

You get a login for HM Revenue and Customs (HMRC) online services when you register for tax online.

You register when you tell HMRC that you:

- want a [personal tax account](#)

Step Two: If you do not already have a personal tax government gateway account, select create an account.

Prove your identity to continue

- Sign in with Government Gateway**
You'll have a user ID if you've signed up to do things like file your Self Assessment tax return online.
- Sign in with GOV.UK Verify**
You'll have an account if you've already proved your identity with either Barclays, Digidentity, Experian, Post Office or Secureidentity.
- or
- Create an account**
If you do not already have one of these accounts, we'll help you choose whether to use Government Gateway or GOV.UK Verify.

[Continue](#)

Step Three: Choose a way to prove your identity. If you choose Government Gateway, you will need a copy of your 2020 P60 and passport to hand.

Choose a way to prove your identity

You need to confirm who you are before you can access your personal tax account.

To do this, you can create either a Government Gateway user ID or a GOV.UK Verify identity account.

Government Gateway

You'll need:

- your National Insurance number or UK address
- a recent payslip or P60 or a valid UK passport

You can use your user ID for things like your personal or business tax account, Self Assessment, Corporation Tax, PAYE for employers and VAT.

[Choose Government Gateway](#)

GOV.UK Verify

GOV.UK Verify works best if you're over 20 years old. You'll need:

- a UK address
- a mobile phone
- at least one valid photo ID from any country

You can use your identity account for things like Universal Credit, requesting a basic DBS check and Self Assessment.

[Choose GOV.UK Verify](#)

Step Four: Select create sign in details and enter email address.

Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

Password

[Sign in](#)

[Create sign in details](#)

Step Five: Enter confirmation code sent to your email

! If you use a browser to access your email, you may need to open a new window or tab to see the code.

Confirmation code

For example, DNCLRK

[▶ I have not received the email](#)

[Confirm](#)

Step Six: Confirm your password and memorable word. Your 12 digit Government Gateway ID will be sent to the email address you provided. You will also need to provide a mobile phone number in order to receive a 6-digit code each time you log in.

Step Seven: Login and select Self-Assessment then access Self-Assessment. Here you will need your UTR number and NI number. The UTR number is given on the previous screen so make a note of it at this point.

Step eight: A code will be sent in the post to activate your Self-Assessment account. Once logged in, select 'Set up a payment plan if you cannot pay in full'.

To avoid penalties, you must pay by 11:59pm on 31 January 2021.

[Make a Self Assessment payment](#)

[Set up a payment plan if you cannot pay in full](#)