



You must tell us immediately when you start self-employment so we can arrange to collect Class 2 National Insurance contributions; you need to pay them to protect your rights to State Pension and other benefits.

To tell us about your self-employment phone our helpline for the newly self-employed on 0845 915 4515, or you can complete this form and return it to the address overleaf. To tell us online, go to www.hmrc.gov.uk/selfemployed and select 'Register as self-employed'.

The best way to pay is by Direct Debit. Just fill in the application form and send it to us. Our automated collection process will give you peace of mind that your future rights are protected.

Not paying your National Insurance contributions puts your right to benefits at risk. If you are late telling us about your self-employment, you may attract a penalty. Please tell us the reason for any delay in the 'Additional information' box overleaf. Please complete this form in capital letters, taking particular care to complete the questions with this symbol i

About you

Title - enter Mr, Mrs, Miss, Ms, or other title

Surname or family name

First name(s)

Your date of birth DD MM YYYY

Previous surname (if applicable)

Date of name change DD MM YYYY

Your National Insurance number

If you do not have a National Insurance number please tick the box

If you were previously self-employed please tell us your most recent tax reference. It will be the ten-digit reference (the UTR) in the top left-hand corner on page 1 of your Tax Return.

Your address

Postcode

Your daytime contact phone number

If you are not a UK resident, and have come to the UK from abroad within the last 12 months, please tick this box

About your business

When did you start working for yourself? DD MM YYYY

What sort of self-employed work do you do?

If you intend working as a subcontractor in the Construction Industry you must be registered with the HM Revenue & Customs Construction Industry Scheme. To find out how to do this phone the CIS Helpline on 0845 366 7899.

Please tick this box if you are a Share Fisherman. Otherwise leave blank.

Please tick this box if you are on the New Deal 25+ scheme. Otherwise leave blank.

What is the name of your business?

Business address

Postcode

Your business phone number if different from your contact number

What is your position in the business? For example, sole trader, partner

Do you have any business partners?

No Yes

If you have business partners they also must register.

Business partner's name

Business partner's National Insurance number

Your business continued

Business partner's address

Postcode

If you have more than one partner please write their names, addresses and National Insurance numbers in the 'Additional information' box.

If you are joining an existing business partnership, please provide the partnership tax reference number

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If you are going to do all the work for one person or firm, you may be an employee. For more information you can:

- phone the Self Assessment Helpline on **0845 9000 444** or
- go to any HM Revenue & Customs office.

If you are, or will be, doing all your work for one person or firm, please enter their name and address

Full name
Address
Postcode

How to pay your Class 2 National Insurance contributions (NICs)

For tax year 2009-10 self-employed National Insurance contributions are £2.40 per week.

To arrange payment of your National Insurance contributions fill in form CA5601 *Application to pay self-employed National Insurance contributions (NICs) by Direct Debit*.

If you are unable to pay by Direct Debit we will arrange to send you a bill every 13 weeks. These will be issued in January, April, July and October.

If you expect your income from the business to be below £5,075 for the tax year 6 April 2009 to 5 April 2010 you may not have to pay National Insurance contributions.

If you would like more information on the Small Earnings Exception (SEE) tick the box.

Employing someone else

If you are thinking of taking someone on, or already employ someone else, please phone the New Employer Helpline on **0845 60 70 143** or tick the box and we will send you more information.

VAT

Please read the note about VAT in leaflet SE1 *Thinking of starting your own business*. If you would like a VAT 1 *Application for registration* form tick the box

Starting up in business guide

Please tick the box if you do not want us to send you a copy of SE2 *Giving your business the best start with tax* after you have registered. You can also find it at www.businesslink.gov.uk/taxhelp

Signed

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Date DD MM YYYY

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Additional information

Please send the completed form to:

National Insurance Contributions Office
Central Agent Authorisation Team
Benton Park View
Newcastle upon Tyne
NE98 1ZZ

or take it to any HM Revenue & Customs office.

For official use only

System Action Complete

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