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Issued by
CT SERVICES
HM REVENUE AND CUSTOMS
CORPORATION TAX SERVICES
HM REVENUE AND CUSTOMS
UNITED KINGDOM
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Telephone 0300 2003410
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HMRC use only: 623 89266 08239

Keep the following information safe

Company Unique Taxpayer Reference (UTR) 89266 08239

Tax Office number 623

You will need your UTR whenever you:

- speak to or communicate with us about the company's Corporation Tax
- file your Company Tax Return

Important information for new companies only

Companies House has informed us about the formation of your new company. You are required to send us certain information within **3 months** of starting or restarting any business activity so that we know that the company is within the charge of Corporation Tax (for example, by beginning to trade, providing services, earning interest or receiving any other income).

Depending on how you incorporated you may need to take one of the following actions.

If you used the 'Set up a limited company and register for Corporation Tax' service on GOV.UK

You may have already told us that the company has started doing business, in which case the only thing left to do is set up HMRC's online Corporation Tax services for the company.

If, however, you told us you didn't intend to start any business activity now or in the near future we will have updated our computer records with this information.

Set up HMRC's online Corporation Tax services

We will post an activation code, along with instructions on how to set up HMRC's online Corporation Tax services. This should arrive within 3 weeks. When you receive this, you should activate HMRC's online Corporation Tax Services and keep your login details safe.

After you have activated HMRC's online Corporation Tax services, you will be able to use the company's business tax account to:

- find the company's UTR
- file Company Tax Returns and accounts
- check the company's outstanding liabilities and payments
- find the correct payment reference number to pay the company's Corporation Tax
- file Company Tax Returns
- pay Corporation Tax
- check the company's accounting periods