



Unit 6 Buckingham Court
Rectory Lane
Loughton
Essex IG10 2QZ
Tel: 020 8529 2600
Fax: 020 8328 3592
Email: info@eazitax.co.uk
www.eazitax.co.uk



Checking to see if you are eligible for the Self Employment Income Support Scheme

You will need:

- Self-Assessment Unique Taxpayer Reference (UTR) (this information will be on your computation report or documents that you have received from HMRC)
- Your [National Insurance number](#). (you can get this information from your Personal Tax Account or computation report.)

PLEASE NOTE THAT ONLINE SERVICE MAY BE SLOW DURING BUSY TIMES, SO JUST KEEP TRYING.

If you are eligible

HMRC will tell you the date you will be able to make a claim from and ask you to add your contact details. They will use these to remind you when the online service will be available.

If you are not eligible

If HMRC have told you that you're not eligible to make a claim, you can ask HMRC to review this after you've [used the online tool](#). If you want to do this at a later time, you'll be able to use the online tool more than once.



Unit 6 Buckingham Court
Rectory Lane
Loughton
Essex IG10 2QZ
Tel: 020 8529 2600
Fax: 020 8328 3592
Email: info@eazitax.co.uk
www.eazitax.co.uk



Step 1

Go to <https://www.tax.service.gov.uk/self-employment-support/enter-unique-taxpayer-reference>

Step 2

Enter your 10-digit UTR/Tax reference number (this information will be on your computation report or documents that you have received from HMRC), now click on the green continue button.

A screenshot of the GOV.UK website showing the "Self-Employment Income Support Scheme" page. The page title is "Enter your Self Assessment Unique Taxpayer Reference". Below the title, there is a text box for entering the UTR and a green "Continue" button. The page also includes a "BETA" notice, a "Get help with this page" link, and a footer with the Royal Coat of Arms, "OGL" license information, and "© Crown copyright".

GOV.UK Self-Employment Income Support Scheme

BETA This is a new service - your [feedback](#) will help us to improve it.

Enter your Self Assessment Unique Taxpayer Reference

This is 10 numbers, for example 1234567890. It will be on tax returns and other letters about Self Assessment. It may be called "reference", "UTR" or "official use". You can [find a lost UTR number \(opens in a new window or tab\)](#).

[Continue](#)

[Get help with this page \(opens in a new window or tab\)](#)

[Cookies](#) [Accessibility Statement](#) [Privacy policy](#) [Terms and conditions](#) [Help using GOV.UK](#)

OGL All content is available under the [Open Government Licence v3.0](#), except where otherwise stated

© Crown copyright



Unit 6 Buckingham Court
Rectory Lane
Loughton
Essex IG10 2QZ
Tel: 020 8529 2600
Fax: 020 8328 3592
Email: info@eazitax.co.uk
www.eazitax.co.uk



Step 3

Enter your National insurance number (you can get this information from your Personal Tax Account or computation report.) and then press continue

A screenshot of the GOV.UK website showing the "Self-Employment Income Support Scheme" page. The main heading is "Enter your National Insurance number". Below this, there is a text input field for the National Insurance number, with a "Continue" button below it. The page also includes a footer with the Royal Coat of Arms and copyright information.

Step 4

If you are eligible you will see this screen, which will show the date that you will be able to claim from.

A screenshot of the GOV.UK website showing the "Self-Employment Income Support Scheme" page. The main heading is "You are eligible to make a claim". Below this, there is a text input field for contact details, with a "Continue" button below it. The page also includes a footer with the Royal Coat of Arms and copyright information.



Unit 6 Buckingham Court
Rectory Lane
Loughton
Essex IG10 2QZ
Tel: 020 8529 2600
Fax: 020 8328 3592
Email: info@eazitax.co.uk
www.eazitax.co.uk



Unfortunately, if you are **not** eligible, you will see this screen, but may have other support available.

GOV.UK Self-Employment Income Support Scheme

BETA This is a new service - your [feedback](#) will help us to improve it.

You are not eligible to make a claim

After checking the details of your previously submitted Self Assessment tax returns, you are not eligible for this grant.

You may not be eligible because:

- your trading profits are over £50,000 per year
- your trading profits are less than your non-trading income
- you did not submit your Self Assessment tax return for 2018 to 2019 on or before 23 April 2020

Other support available

[Use HMRC's digital assistant to find information about Self-Employment Income Support eligibility and other coronavirus \(COVID-19\) support schemes \(opens in a new tab\)](#)

Find out more about eligibility or the [Self-Employment Income Support Scheme \(opens in a new tab\)](#).

If you have an accountant or tax adviser and still think you are eligible, contact them for advice.

You can [ask HMRC to review your eligibility \(opens in a new tab\)](#), if you still think you should be able to claim.

You may also be able to:

- [delay VAT payments \(opens in a new tab\)](#)
- [delay your Self Assessment payment on account \(opens in a new tab\)](#)
- [arrange to pay your Self Assessment tax bill in instalments \(opens in a new tab\)](#)
- [get a payment from the Small Business Grant Fund \(opens in a new tab\)](#)
- [get a loan from the Business Interruption Loan Scheme \(opens in a new tab\)](#)
- [get Universal Credit \(opens in a new tab\)](#)
- [apply for Employment and Support Allowance \(ESA\) \(opens in a new tab\)](#)

Step 5

If you were eligible, then press continue (green button)

GOV.UK Self-Employment Income Support Scheme

BETA This is a new service - your [feedback](#) will help us to improve it.

You are eligible to make a claim

You will be able to claim from midday on 15 May 2020.

To get ready, you need to add your contact details. We will use these to tell you when to claim and what you need to do beforehand.

[Continue](#)

[Get help with this page \(opens in a new window or tab\)](#)

Cookies Accessibility Statement Privacy policy Terms and conditions Help using GOV.UK

OCL All content is available under the [Open Government Licence v3.0](#), except where otherwise stated

© Crown copyright



Unit 6 Buckingham Court
Rectory Lane
Loughton
Essex IG10 2QZ
Tel: 020 8529 2600
Fax: 020 8328 3592
Email: info@eazitax.co.uk
www.eazitax.co.uk



Step 6

This is now the screen, that you need to enter your Government Gateway user ID and password. (You should have set up this from our guide, that has been previously sent to you.) Click on the blue writing (sign in and add your contact details.)

The screenshot shows the top of a GOV.UK page titled "Self-Employment Income Support Scheme". A "BETA" banner indicates it's a new service. The main heading is "You need a Government Gateway user ID and password". Below this, there are instructions: "You need to use Government Gateway to [sign in and add your contact details](#)." and "If you do not have an existing Government Gateway user ID and password you should [create them now](#)." There is also a link to "Get help with this page". At the bottom, there are links for "Cookies", "Accessibility Statement", "Privacy policy", "Terms and conditions", and "Help using GOV.UK", along with the Royal Coat of Arms and "© Crown copyright".

Step 6

You now need to sign in with your 12-digit ID and your password, then press sign in (green button)

The screenshot shows the sign-in form on the GOV.UK page. It includes a "BETA" banner and a language selector for "English" and "Cymraeg". A box titled "Information for Universal Credit customers" contains instructions for users who cannot confirm their identity with Government Gateway. The main heading is "Sign in using Government Gateway". Below this are two input fields: "Government Gateway user ID" (with a note "This could be up to 12 characters.") and "Password". A green "Sign in" button is positioned below the fields. There is a link for "Create sign in details" and a section titled "Problems signing in" with a link for "I have forgotten my password".



Unit 6 Buckingham Court
Rectory Lane
Loughton
Essex IG10 2QZ
Tel: 020 8529 2600
Fax: 020 8328 3592
Email: info@eazitax.co.uk
www.eazitax.co.uk



Step 7

You will now see the screen regarding security preferences, press continue (green button)

A screenshot of the GOV.UK website showing a security preferences page. The page has a dark header with the GOV.UK logo and a "Sign out" link. Below the header, there is a blue bar with the text "BETA This is a new service - your feedback will help us to improve it". The main heading is "Your security preferences will be used for all services requiring Government Gateway sign in". Below this, there is a paragraph of text explaining the security changes. At the bottom, there is a green "Continue" button and a link to "Get help with this page".

GOV.UK Sign out

BETA This is a new service - your [feedback](#) will help us to improve it

English | [Cymraeg](#)

Your security preferences will be used for all services requiring Government Gateway sign in

You've previously told HMRC how you would like to receive access codes. This additional security helps us to ensure it is you signing in.

We are moving this information so that you will get access codes in the same way across all government services requiring Government Gateway sign in.

[Continue](#)

[Get help with this page](#)

Step 8

You should have now received a code to the mobile number you entered when you set up your Personal Tax account and Government Gateway ID. Please bear in mind that you only have 15 minutes to enter code

A screenshot of a mobile text message. The message is from "Today 11:08" and contains the text: "Your Government Gateway access code is 062531. your code expires in 15 minutes".

Today 11:08

Your Government Gateway access code is 062531. your code expires in 15 minutes



Unit 6 Buckingham Court
Rectory Lane
Loughton
Essex IG10 2QZ
Tel: 020 8529 2600
Fax: 020 8328 3592
Email: info@eazitax.co.uk
www.eazitax.co.uk



Step 9

If you do not receive a code, then check that the last four digits match your mobile number, if you have received the code, then enter the code in the Access Code box and press continue (green button)

A screenshot of the GOV.UK website showing the "Enter the access code" page. The page has a dark header with the GOV.UK logo and a "Sign out" link. Below the header, there is a "BETA" notice and language options for "English" and "Cymraeg". The main heading is "Enter the access code". The text below says "We have sent a 6 digit access code to *****" and "It may take a few minutes to arrive". There is an "Access Code" input field. Below it is a checkbox for "Remember me for 7 days". There are links for "Problems receiving this code?" and "Get help with this page". A green "Continue" button is at the bottom.

Step 10

Now type in your email address and UK mobile number, make sure that you type these details carefully, as these will be the details that HMRC use to contact you, to tell you when you can make your claim and they will use these details to update the HMRC contact record that they hold for you, Once you have entered your details, press continue (green button)

A screenshot of the GOV.UK website showing the "Your details" page for the "Self-Employment Income Support Scheme". The page has a dark header with the GOV.UK logo and the scheme name. Below the header, there is a "BETA" notice. The main heading is "Your details". The text below says "We will use these details to contact you when you can make a claim. They will also be used to update the contact details we currently hold for you." There are two input fields: "Email address" and "UK mobile number (optional)". A green "Continue" button is at the bottom. There is a link for "Get help with this page (opens in a new window or tab)".



Unit 6 Buckingham Court
Rectory Lane
Loughton
Essex IG10 2QZ
Tel: 020 8529 2600
Fax: 020 8328 3592
Email: info@eazitax.co.uk
www.eazitax.co.uk



Step 11

You will now have one more chance to check that you have entered the correct contact details, if correct, press submit (green button)

The screenshot shows the 'Check your details' page. At the top, it says 'GOV.UK Self-Employment Income Support Scheme'. Below that, a 'BETA' notice states: 'This is a new service - your feedback will help us to improve it.' The main heading is 'Check your details'. There are two input fields: 'Email address' and 'UK mobile number'. Each field has a 'Change' link to its right. Below the fields is a green 'Submit' button. At the bottom, there is a link: 'Get help with this page (opens in a new window or tab)'.

Step 12

The screen will now confirm that the contact details have been submitted and confirm that you will be able to claim from a certain time and date.

The screenshot shows the confirmation page. At the top, it says 'GOV.UK Self-Employment Income Support Scheme'. Below that, a 'BETA' notice states: 'This is a new service - your feedback will help us to improve it.' The main heading is 'Contact details submitted'. Below this is a section titled 'What happens next' with the following text: 'You will be able to claim from 8.00am on 13 May 2020. Only make a claim if your business has been adversely affected by coronavirus.' There is a link: 'Get help with this page (opens in a new window or tab)'. At the bottom, there are links for 'Cookies', 'Accessibility Statement', 'Privacy policy', 'Terms and conditions', and 'Help using GOV.UK'. The OCL logo and text are present: 'OCL All content is available under the Open Government Licence v3.0, except where otherwise stated'. The Royal Coat of Arms and '© Crown copyright' are also visible.



Unit 6 Buckingham Court
Rectory Lane
Loughton
Essex IG10 2QZ
Tel: 020 8529 2600
Fax: 020 8328 3592
Email: info@eazitax.co.uk
www.eazitax.co.uk



To date the HMRC have not confirmed, if they will contact you by telephone or by email.

The only guidance that has been given is below: -

When you make your claim

You will only need your:

- Self-Assessment UTR - if you do not have this [find out how to get your lost UTR](#)
- National Insurance number - if you do not have this [find out how to get your lost National Insurance number](#)
- Government Gateway user ID and password - if you do not have a user ID, you can create one when you check your eligibility online
- bank account number and sort code, you want us to pay the grant into (only provide bank account details where a Bacs payment can be accepted)

You will have to confirm to HMRC that your business has been adversely affected by coronavirus.

If you claim the grant HMRC will treat this as confirmation you are below the state aid limits.

HMRC will check claims and take appropriate action to withhold or recover payments found to be dishonest or inaccurate.



Unit 6 Buckingham Court
Rectory Lane
Loughton
Essex IG10 2QZ
Tel: 020 8529 2600
Fax: 020 8328 3592
Email: info@eazitax.co.uk
www.eazitax.co.uk



Just to also make you aware that guidance for when after you have claimed is:

Once you have submitted your claim, you will be told straight away if your grant is approved. We will pay the grant into your bank account within 6 working days.

You must keep a copy of all records in line with normal self-employment record keeping requirements, including:

- the amount claimed
- the claim reference number for your records
- evidence that your business has been adversely affected by coronavirus

You will need to report the grant:

- on your Self-Assessment tax return
- as self-employed income for any Universal Credit claims
- as self-employed income and that you are working 16 hours a week for any tax credits claims

If you wish to read the full guidance from HMRC in relation to the Self employment income support scheme, then please click the link below:

<https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-income-support-scheme>

WE HOPE THAT YOU FIND THIS GUIDE USEFUL, BUT IF YOU REQUIRE ANY FURTHER ASSISTANCE, THEN PLEASE DO NOT HESITATE TO CONTACT THE OFFICE ON 020 8529 2600.