



Completing your Conditionality Tax Check



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You now need to prove you are a taxpayer if you want to renew your taxi or private hire licence.

What is a tax check?

The Conditionality tax check confirms that you're registered for tax, after completing this tax check you'll be given a code. You must give this code to the licensing authority with your licence application, they will not be able to process your application without it.

What you'll need to know:

- Your Government Gateway User ID and Password
- The date of when you first got your licence
- The length of your most recent licence
- How you pay tax on the income you earn from your licensed trade

In this guide we'll take you step by step of how to complete your HMRC online tax check. You can call us if you need advice.

**Would you rather watch
this as a video?**

Scan this QR code with your phone or visit
eazitax.co.uk/conditionality



Step 1

Sign in to Government Gateway

<https://www.tax.service.gov.uk/tax-check-for-licence/start>

If you've forgotten your user ID or password, you can retrieve these at the 'Problems signing in' section.

On the next screen, confirm that your personal details are correct.

The screenshot shows the Government Gateway sign-in page. At the top, there is a blue header with the GOV.UK logo and language options (English | Cymraeg). Below the header, a blue box contains the text: "Keeping your information secure" and "Do not share your Government Gateway user ID and password with anyone else." The main heading is "Sign in using Government Gateway". Below this, there 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 password field. To the left of the "Sign in" button are links for "Problems signing in", "I have forgotten my password", "I have forgotten my Government Gateway user ID", and "I have forgotten my Government Gateway user ID and password".

A callout box titled "Check your personal details" is overlaid on the right side of the page. It contains the text: "We'll use these details to do a tax check, confirm they are correct before continuing." Below this text are three input fields: "First name", "Last name", and "Date of birth". Each field has a blacked-out placeholder. Below the "Date of birth" field is a link: "These are not my details". At the bottom of the callout box is a green "Confirm" button.

Step 2

When signed in, ensure you are on the correct page for HMRC tax checks. Select what type of licence you are applying for and then click Continue.

What type of licence are you applying for?

- Driver of taxis and private hires
Includes hackney carriage and dual licences.
- Operator of private hire vehicles
- Scrap metal mobile collector
- Scrap metal dealer site

[Find out what to do if you cannot see your licence type](#)

Continue

Step 3

Select how many years ago you first got a licence, then click Continue.

How many years ago did you first get a licence for this activity?

This is the licence type you're doing a tax check for. You may need to give an estimate for this question.

- 0 to 2 years
- Between 2 and 4 years
- Between 4 and 8 years
- 8 years or more

Continue

How long was your most recent licence valid for?

This is the licence you're doing a tax check for.

- Up to 1 year
- Up to 2 years
- Up to 3 years

Continue

Step 4

Select how long your most recent licence is valid for, then click Continue.

Step 5

Select what your tax status was for licensed work done between the dates shown, please note the dates on your screen may differ to those shown on our example. Then click Continue

Tax status for the tax year 6 April 2020 to 5 April 2021

This question relates to your tax status for any work carried out using the same type of licence you are doing a tax check for. This is for the tax year 6 April 2020 to 5 April 2021 only.

For your driver of taxis and private hires licence(s), which of the following apply?

- I was an employee only
For work using this licence you paid tax through PAYE.
- I was registered for Self Assessment only
For work using this licence you paid tax through Self Assessment.
- I was both an employee and registered for Self Assessment
For work using this licence you paid tax through a combination of PAYE and Self Assessment.
- I had no tax to pay from using this licence during this tax year
For example, you may have had a licence but not used it to generate income.

[Find out who needs to register for Self Assessment \(opens in a new tab\)](#)

Continue

Step 6

Select if you included income earned in the previous question in your tax return for tax year shown on your screen, then click Confirm.

Did you include income you earned using this type of licence in your tax return?

This is your Self Assessment tax return for tax year 6 April 2020 to 5 April 2021.

Yes

No

Continue

Check your answers

Make sure your answers are correct. We'll use these details to do a tax check.

What type of licence are you applying for?	Driver of taxis and private hires	Change
How many years ago did you first get a licence for this activity?	0 to 2 years	Change
How long was your most recent licence valid for?	Up to 1 year	Change
Tax status for the tax year 6 April 2020 to 5 April 2021	I was registered for Self Assessment only	Change
Did you include income you earned using this type of licence in your tax return?	Yes	Change

Declaration

The information I have given to do this tax check is correct and complete to the best of my knowledge and belief.

Confirm

Step 7

Check your answers thoroughly, here you are making a declaration to HMRC that the answers are correct to the best of your knowledge. If you are unsure of any of the answers, you should speak to your accountant or tax advisor. Click confirm when you're sure.

Step 8

Copy or write down your tax check code as you will need it for your licence check.

Tax Check Complete

Your tax check code

Your tax check code is valid for 120 days.

The last day it can be used in your **driver of taxis and private hires** licence application is **28 July 2022**.

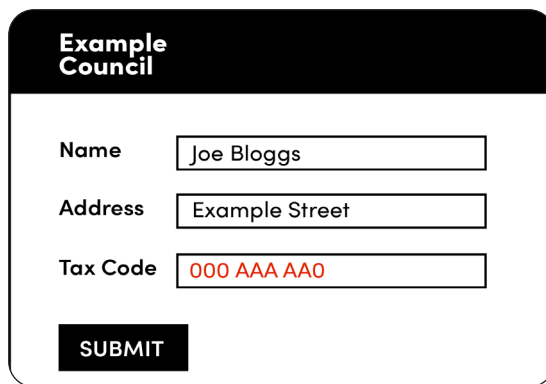
Copy your tax check code

Step 9

Next, visit your licensing authorities license application page, depending on your council this may be an online form or a form to download.

On the section for tax check number (or tax code), insert the number you copied in step 8.

Submit this form or send to your licensing authority to complete your application.



The image shows a digital form titled "Example Council". It contains three input fields: "Name" with the value "Joe Bloggs", "Address" with the value "Example Street", and "Tax Code" with the value "000 AAA AA0". The "Tax Code" value is highlighted in red. Below the fields is a black "SUBMIT" button.

Example Council	
Name	<input type="text" value="Joe Bloggs"/>
Address	<input type="text" value="Example Street"/>
Tax Code	<input type="text" value="000 AAA AA0"/>
<input type="button" value="SUBMIT"/>	

Step 10

Your tax check should now be complete! If your tax code is incorrect or void your licensing authority should notify you.

If you need any assistance, call us free on 020 8529 2600 or email info@eazitax.co.uk.

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