ACCOUNTANCY PRACTICE LAUNCH PROGRAMME · CREATE YOUR AGENT SERVICES ACCOUNT (ASA)

# The HMRC agent-setup checklist

The order of operations from AML supervision to authorised clients, with what you need at each step. A signpost, not tax advice.

## 01 Do these in order

Each step depends on the one before it. Skip ahead and HMRC stops you at the gate.

- [ ] AML supervision confirmed: you are registered and supervised for anti-money-laundering, and you know who your supervisor is. HMRC asks before it grants the account.
- [ ] Agent Services Account created: applied for online, credentials stored securely, and any older agent accounts linked to it.
- [ ] Agent codes obtained: through the ASA, for each tax you will file, being Self Assessment, Corporation Tax, VAT and PAYE.
- [ ] Clients authorised: each client has authorised you for each tax, by digital handshake, posted code or 64-8, and you are tracking the status per client per tax.

## 02 What you need to hand

Have these ready before you start, so the application does not stall.

- [ ] Your AML supervisor's details and registration.
- [ ] Your practice details and Government Gateway sign-in.
- [ ] A secure place to store the ASA credentials.
- [ ] A list of your first clients and the taxes you will act on for each.

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