

# Registering for your VAT number: What You Need to Know To Get Set-Up



## Registering for your VAT number

**What You Need To Know To Get Set-Up**

Getting Set-Up in the EU

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**Save Time & Money : Register Yourself**

**Why Do It Yourself?**

- Registration can be completed entirely online
- There's no need to delay the process by posting ID (initially)
- Better understand how the system works
- Save fees

**It's Really Easy**

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**An 8-Step Guide**

**Step 1:** Go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

**Step 2:** Click for VAT

**Step 3:** Follow the "VAT Registration" guide link

**Step 4:** Click "How to Register" then "Register online" in the article

**Step 5:** Create Government Gateway

**Step 6:** Log into VAT Registration

**Step 7:** Follow Through the Application Form

**Step 8:** Now, Wait Patiently...

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# Registering for your VAT number: What You Need to Know To Get Set-Up

## Our Top Tips

### Avoid Processing Delays:

- Ensure that the information you provide is 100% accurate.
- Provide all information requested
- Include a working email address and contact number to confirm any outstanding information.
- Apply for an EORI number at the same time

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## Connecting with a UK VAT Agent

### Avoid Processing Delays:

- Follow the links below to connect with a VAT agent

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## The BIG Takeaways:

**Contact VAT agent first:** Ideally you want to do your VAT registration yourself as it will save time and money, explain this to them. See agent recommendations below.

**Create a Gateway Account:** Create a UK government gateway account so that you can register for VAT

**Complete application:** Complete application and provide all request documents to support yourself and your business

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