

# CREATING A CAPITAL GAINS TAX ACCOUNT

## STEP BY STEP GUIDE

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### 1. Go to HMRC's official [Capital Gains Tax portal](#)

You can click the link above, or search online for "Report and pay your capital gains tax", and use the gov.uk link.

### 2. Scroll down and click "Start"

You'll find a green Start button over halfway down the page.

Click this to begin the process.

### 3. Sign in or create a Government Gateway ID

- If you already have a Government Gateway account, sign in with your details.
- If not, click on "Create sign in details" under the login boxes. This will guide you through creating a Government Gateway ID first, followed by your CGT account.

### 4. Choose account type: Individual

When prompted, select "An individual" as the account type.

### 5. Note your CGT account reference

Once your account is created, you will be given a CGT reference number in the format LLCGTP000NNNNN (where L is a letter and N is a number). Please make a note of this, along with the postcode you used during registration.

## WHAT HAPPENS NEXT?

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Once you have your CGT reference:

- Please email us the reference and the postcode used.
- We will then send you an authorisation request so that we can act on your behalf.
- Once authorised, we can complete and submit the CGT return for you.
- Payment of the tax due will need to be made via your CGT account, using the payment reference HMRC allocates for the return (note: this is not your UTR).

If you need any help with the set up process, please call the office on 01432 266630 and ask for Mike when you are online, and we will try and talk you through each step.