

Kreston Reeves

Guide to setting up a CGT account

19 August 2020



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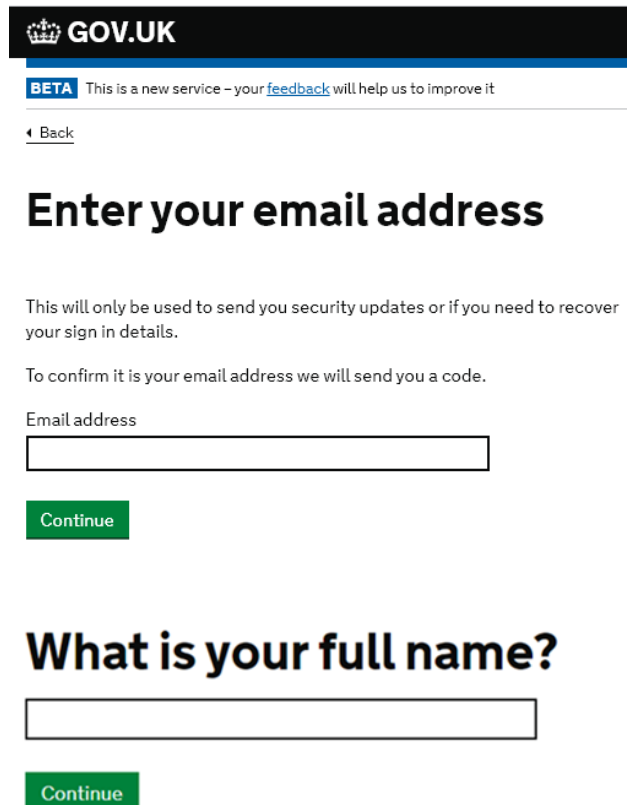
Create a Gateway login

1. Visit www.gov.uk/log-in-register-hmrc-online-services and click 'create sign in details'.



The screenshot shows the GOV.UK sign-in page. At the top, there is a black header with the GOV.UK logo and a blue bar with the text "BETA This is a new service – your [feedback](#) will help us to improve it". Below this is the heading "Sign in using Government Gateway". There are two input fields: "Government Gateway user ID" (with a note "This could be up to 12 characters.") and "Password". Below the fields are two buttons: a green "Sign in" button and a blue "Create sign in details" link. A large blue arrow points from the left towards the "Create sign in details" link.

2. Enter your email address and follow the instructions on the screen.



The screenshot shows the GOV.UK email verification page. At the top, there is a black header with the GOV.UK logo and a blue bar with the text "BETA This is a new service – your [feedback](#) will help us to improve it". Below this is a "Back" link. The heading is "Enter your email address". There is a paragraph of text: "This will only be used to send you security updates or if you need to recover your sign in details." and another paragraph: "To confirm it is your email address we will send you a code." Below this is an "Email address" input field. Below the field is a green "Continue" button. Below the "Continue" button is the heading "What is your full name?". Below this is another input field. Below the field is a green "Continue" button.

Create a Gateway login



3. A code will be sent to your email, enter this code to confirm your email address.

GOV.UK

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

[Back](#)

Enter code to confirm your email address

We have sent a code to: [redacted]

If you use a browser to access your email, you may need to open a new window or tab to see the code.

Confirmation code
For example, DNCLRK

[I have not received the email](#)

Confirm

4. You will be asked to 'select a password' on the next screen.

5. You will then be sent an email with your Government Gateway user ID.

Your Government Gateway user ID is:

Create a Gateway login

6. Continue on the HMRC website and select 'individual' on the 'type of account you need' section.



GOV.UK
HM Revenue & Customs

Choose the type of account you need

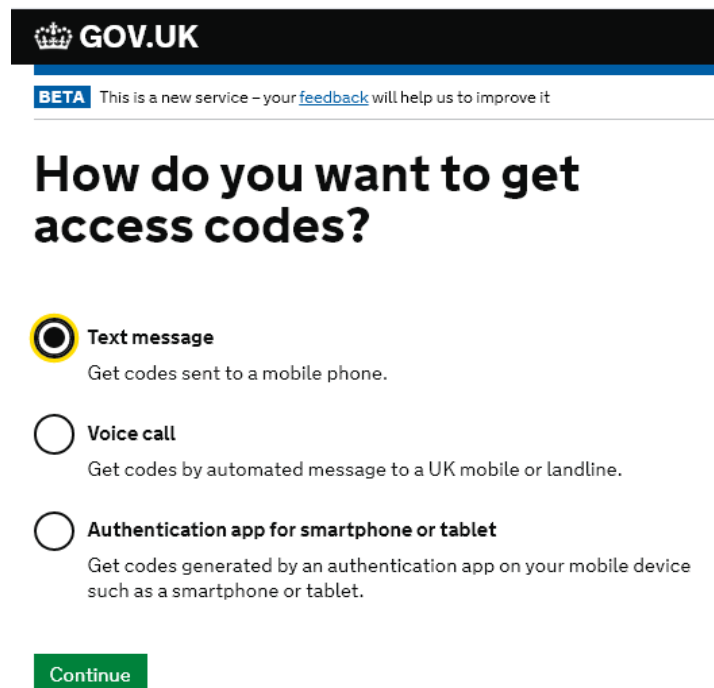
Individual
Includes personal tax account, tax credits, Self Assessment and Child Benefit

Organisation
Includes limited companies, partnerships, charities, trusts and estates

Agent
Includes accountants acting on behalf of clients, payroll bureau and bookkeepers

Continue

7. Select how you would like the access code to be sent to you.



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

How do you want to get access codes?

Text message
Get codes sent to a mobile phone.

Voice call
Get codes by automated message to a UK mobile or landline.

Authentication app for smartphone or tablet
Get codes generated by an authentication app on your mobile device such as a smartphone or tablet.

Continue

Create a Gateway login



8. Once completed, you will see the below screen confirming setup of additional security.

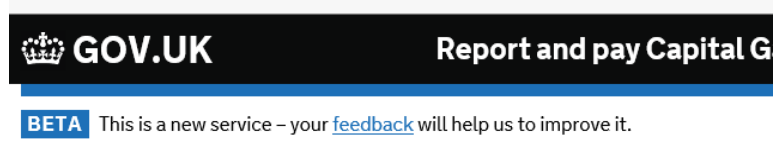
You've set up additional security

Every time you sign in we will request an access code.

If you've set up more than one security preference you'll be able to choose how you get the access code.

Questions asked to confirm identity

1. Visit www.tax.service.gov.uk/capital-gains-tax-uk-property/start
2. Here you will be asked for more details to confirm your identity.



Create a Capital Gains Tax on UK property account

We need more details

This is so you can:

1. Create a Capital Gains Tax on UK property account.
2. Report your CGT on UK property sales or disposals.

Click 'continue'.



Continue

3. You will then be asked to complete a list of questions to confirm your identity.

Confirm your identity

Enter your details

This is to help us confirm who you are, so we know what questions to ask you.

First name

Last name

National Insurance number

It's on your National Insurance card, benefit letter, payslip or P60.
For example, QQ123456C

[I do not know my National Insurance number](#)

Date of birth

For example, 31 3 1980

Day Month Year

Questions asked to confirm identity



4. Choose a method to confirm your identity. Depending on the method you choose, you will be guided through a list of questions about your financial account or your passport to confirm your identity.

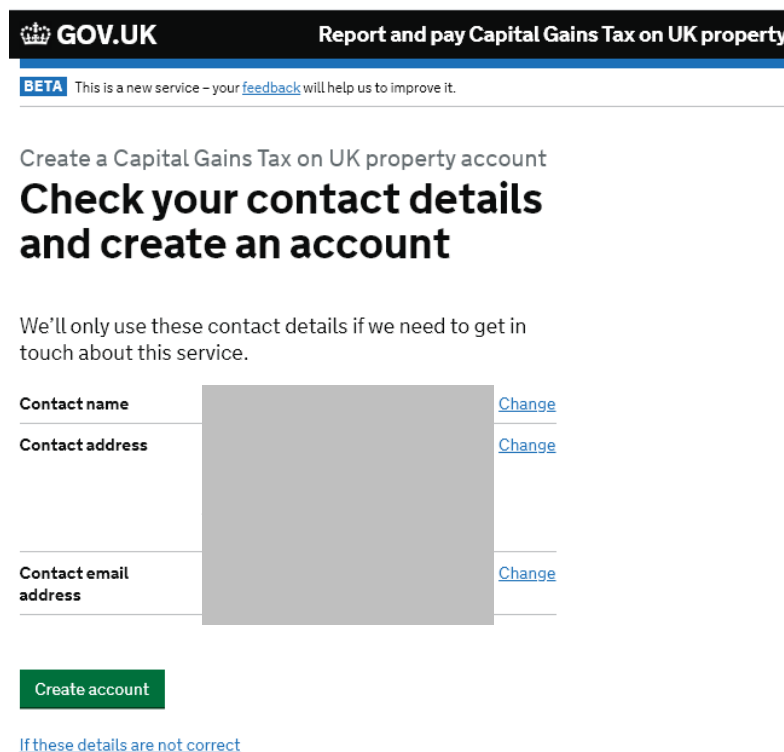
Confirm your identity

Choose a way for us to identify you

- Multiple choice security questions
For example, select your credit card provider from a list
- Passport questions
You need a valid UK passport

Creating a CGT account

1. To create your CGT account visit: www.tax.service.gov.uk/capital-gains-tax-uk-property/start
2. Here you will be asked to confirm your: name, address, and email address.



GOV.UK Report and pay Capital Gains Tax on UK property

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Create a Capital Gains Tax on UK property account

Check your contact details and create an account

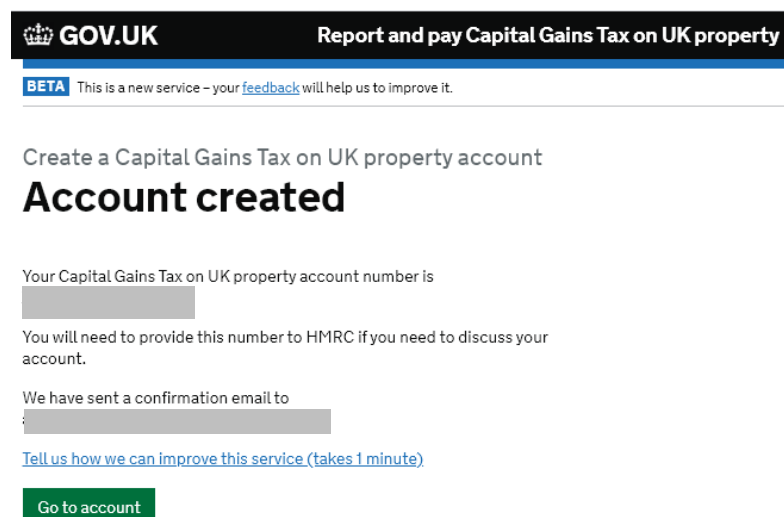
We'll only use these contact details if we need to get in touch about this service.

Contact name		Change
Contact address		Change
Contact email address		Change

[Create account](#)

[If these details are not correct](#)

3. Once complete, pass this account number to your usual contact at Kreston Reeves and they will reply with a link for you to finish the authorisation process.



GOV.UK Report and pay Capital Gains Tax on UK property

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

Create a Capital Gains Tax on UK property account

Account created

Your Capital Gains Tax on UK property account number is
[REDACTED]

You will need to provide this number to HMRC if you need to discuss your account.

We have sent a confirmation email to
[REDACTED]

[Tell us how we can improve this service \(takes 1 minute\)](#)

[Go to account](#)

4. You will also be sent an email confirming your CGT account number.

Providing authority for Kreston Reeves



1. Your contact at Kreston Reeves will provide you with a link to appoint them to deal with HMRC for you in relation to your CGT account.
2. Click the link provided to you by your contact at Kreston Reeves and you will be directed to this page.

GOV.UK Appoint someone to deal with HMRC for you

HM Revenue & Customs

Appoint Kreston Reeves LLP to deal with HMRC for you

Use this service to allow Kreston Reeves LLP to help you manage your tax affairs.

So we can confirm who you are, you will need to sign in with the Government Gateway user ID and password you use for your **personal tax affairs**. You can create a user ID now if you do not have one.

If you appoint Kreston Reeves LLP, this will cancel any consent you gave to someone else to act for you for the same service.

[Continue](#)

3. Click 'continue'.



4. Sign in using your Government Gateway details.

GOV.UK

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

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

[Sign in](#)

[Create sign in details](#)

Providing authority for Kreston Reeves

5. Tick the box to consent to sharing information.



6. Then click 'continue.'



Continue

7. Check your answers are correct and click "confirm and send response".



Providing authority for Kreston Reeves



8. Once confirmed, you will see an '*approval complete*' page confirming Kreston Reeves as your authorised tax agent for managing your Capital Gains property account.

The screenshot shows the HMRC 'Approval complete' page. At the top, there is a black header with the GOV.UK logo and the text 'Appoint someone to deal with HMRC for you'. Below this is a blue bar with the HM Revenue & Customs logo and name. The main content is a large teal box with the text 'Approval complete' and 'Kreston Reeves LLP can now deal with HMRC for you'. Below the teal box, there are sections for 'What this means' and 'What you can do next'. The 'What this means' section states that Kreston Reeves LLP is now confirmed as the authorised tax agent for managing the user's Capital Gains Tax on UK property account. The 'What you can do next' section includes a link to 'manage who can deal with HMRC for you' and a list of actions: check who you currently allow to deal with HMRC, and remove your consent if you want to do so. At the bottom of the screenshot, there is a link to 'Finish and sign out'.

GOV.UK Appoint someone to deal with HMRC for you

HM Revenue & Customs

Approval complete
Kreston Reeves LLP can now deal
with HMRC for you

What this means

Kreston Reeves LLP is now confirmed as your authorised tax agent for managing your Capital Gains Tax on UK property account

What you can do next

Go to [manage who can deal with HMRC for you](#) to:

- check who you currently allow to deal with HMRC
- remove your consent if you want to do so

[Finish and sign out](#)

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