## How to access your HMRC 5-year employment history online

1. Click on the following link and log in using your 12-digit Government Gateway ID or create an account.

https://www.gov.uk/personal-tax-account

# a)

# Personal tax account: sign in or set up

Use your personal tax account to check your records and manage your details with HM Revenue and Customs (HMRC).

This service is also available in Welsh (Cymraeg).

There's a different service if you want to sign in to GOV.UK Verify to <u>file</u> your Self Assessment tax return.

### Start now >

### What you need to know

You can use your personal tax account to:

- check your Income Tax estimate and tax code
- fill in, send and view a personal tax return
- claim a tax refund
- check and manage your tax credits
- check your State Pension

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# b)

# Prove your identity to continue

#### ) Sign in with Government Gateway

You'll have a user ID if you've signed up to do things like file your Self Assessment tax return online.

### ) Sign in with GOV.UK Verify

You'll have an account if you've already proved your identity with either Barclays, Digidentity, Experian, Post Office or SecureIdentity.

### ) Sign in with a digital identity from another European country

If you're part of an ID scheme in a participating country, you may be able to use it here.

### ) Create an account

If you do not already have one of these accounts, we'll help you choose whether to use Government Gateway or GOV.UK Verify.



or

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2. Click on the 'Pay As You Earn (PAYE)' box on the left.

Account home					
Your Name					
ncome					
Pay As You Earn (PAYE) Check or update the employment, pension or other income information used to work out your PAYE Income Tax and tax codes.	<b>6 April 2019 to 5 April 2020</b> Your tax has not been calculated yet There is no need to contact HMRC about this. You will receive a letter if you have paid too much or too little tax.	You paid too much tax in the 2018 to 2019 tax year Find out why you paid too much			
SelfAssessment	National Insurance You have a National Insurance number to make sure your National Insurance contributions and tax are recorded				
	aganist your name offly.	Open Upload Center			

3. Select whether you'd like to check previous year or this tax year.



4. You will then see your employer(s) during the year that you have selected. Click on 'Check the income details sent to us' to view further information regarding your employer.



5. You will then need to click on the 'print this page' on the top right. NOTE: You do not be required to physically print anything.

Your E	mployer		Print this page
4 Poole	sent us these figures.		Drint this page
Your Em	ployer		
Date	Taxable Income Tax income (£) paid (£)	National Insurance paid (£)	
Tax inf	ormation		
			<b>Open Upload Center</b> Settings

6. Finally, you can print this page to PDF and send it by email, or alternatively take a screenshot if you're on a mobile device. Please ensure your name, the employer and HM Revenue & Customs is clearly visible on the top.



**Taxable Income** 

Your Name Taxable income from Your Employ	ver			
The taxable income and the Income Tax and National Insurance you paid from 25 November 2019 to 25 March 2020.				
Your Employer sent us these figures.				
Date Taxable income Tax paid National Insurance paid				
Tax information				