



Changing your business VAT & PAYE address online

The Friendly Accountants

Chartered Accountants | Chartered Tax Advisers

Directors: Lesley Ward BSc FCA | Richard Baldwyn ATT CTA

The Friendly Accountants is a trading name of TFA Accountants Limited

TFA Accountants Limited is registered in England & Wales

Company Registration Number: 10396833 | Registered Office: Arena Business Centre | Holyrood Close | Poole | Dorset | BH17 7FJ

Arena Business Centre | Holyrood Close | Poole | Dorset | BH17 7FJ

t: 01202 048696 | e: lesley@thefriendlyaccountants.co.uk | www.thefriendlyaccountants.co.uk


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1 Log in to your HMRC portal

Log in to your HMRC portal [here](#)



 HM Revenue & Customs

Sign in

Enter your Government Gateway credentials to sign in. You received these when you created your HMRC online account.

User ID

Password

[Sign in](#)

Problems signing in

[Trying to file Self Assessment using GOV.UK Verify?](#)

[Don't have a Government Gateway account](#)

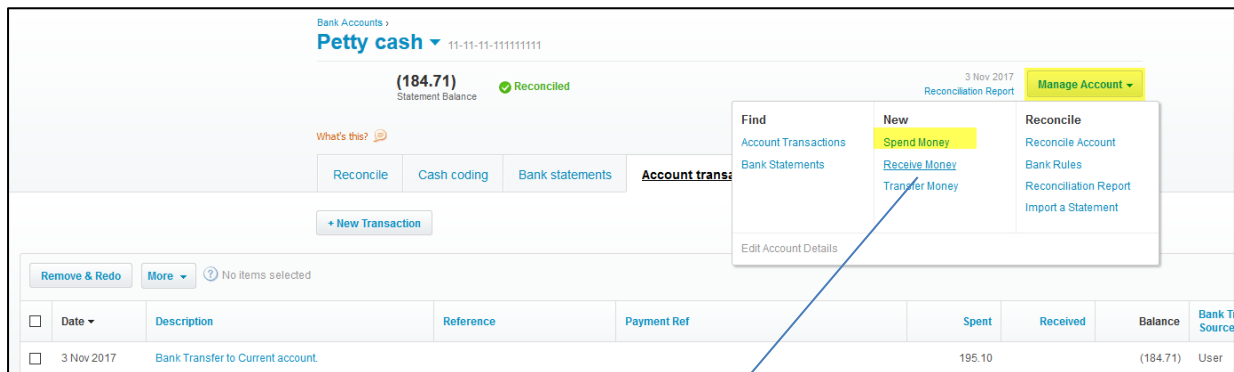
[Forgotten user ID](#)

[Forgotten password](#)

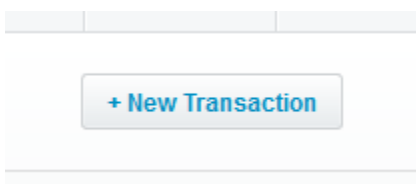
[Forgotten user ID and password](#)

[Get help from HMRC's automated assistant](#) 

To get to this from within the Petty Cash account, click on 'Manage Account' and 'Receive Money':




DO NOT USE NEW TRANSACTION ICON




2 Manage Account

Select 'Manage account' under the Welcome section

 HM Revenue & Customs

Your business taxes

-  Payments will take 4 to 7 working days to show on this page. Completed return amounts will take 1 to 2 days.

These processing times do not apply to PAYE for employers. [View processing times for PAYE for employers](#)

Welcome, [redacted]

Last sign in on [redacted] [not right?](#)

[Messages](#)

[Manage account](#)

[Help and contact](#)

3 Select Change address

Manage account


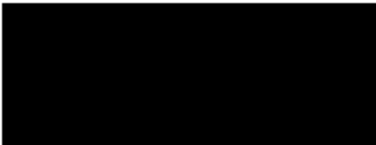
Your account

- ▶ [Your taxes, duties and schemes](#)
- ▶ [Account users](#)
- ▶ [Accountants](#)

Contact details



Any updates to your contact details take up to 2 days to appear on this site

Address	Name	Phone	Email	Bank account
PAYE for employers				
Business Address				Change
Communication name				Change
Communication address				Add
VAT				
Business Address				Change

