



**Business Rules for**

**Agent Authorisation Online**

**(Self Assessment)**

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## **1. ABOUT THIS DOCUMENT**

This document contains both the validation and business rules, which will form part of the validation checks that will need to be undertaken by third party software suppliers.

## 2. POINTS TO NOTE

**Enrolment** – The agent must be enrolled for the SA online service in order to register for the Agent Authorisation service for SA.

**Duplicate requests** – An Agent may not submit more than one authorisation request for the same combination of Agent, Client and service (CT, SA or PAYE).

**Status** – Following submission of an Agent Authorisation Request, an Authorisation Request ID is returned in order to check the status of the request.

**Re-issues** – If an Authorisation Code is lost, a replacement code can be generated by re-entering the required client information plus the Authorisation Request ID. This will generate a new Authorisation Request ID and send a new code to the client.

**Unable to issue code** - The most common reason for an ‘unable to issue’ status is that the request has not passed our further verification check as some of the client details entered do not match the details we hold. You should check the details entered, particularly the postcode, with the client and advise them to notify their tax office of any changes. You will need to allow time for these details to be updated, and then you can request a new authorisation. Exceptionally, we may be unable to find an Agent address.

### 3. AGENT AUTHORISATION ONLINE ACCEPTABLE CHARACTERS

The following is a list of characters that will be accepted by Agent Authorisation Online.

- A to Z (upper case)
- a to z (lower case)
- 0 to 9 (numeric)
- space & ' ( ) \* , - . / % ! + - : ; = ? @ [ ] ^ \_ { } ~
- Please note that the ampersand (&) and apostrophe ( ' ) characters **must** be transmitted in escaped format within your XML submission, i.e. &amp; and &apos;
- Note that the pound (£), dollar (\$), Euro (€) and hash (#) characters are not allowable.

You must ensure that all characters contained within your XML submissions are in accordance with the patterns defined within the Schema.

No other characters will be accepted and any submissions that contain any invalid characters will be rejected. Submissions that are rejected due to an invalid character will usually return an error message identifying the offending character. However, certain invalid characters may cause the submission to become stuck in a continuous 'polling' loop.

**Important:** If an escaped character appears within your XML at the end of a line, you must ensure that the complete entity is included in the same line of your XML, or on the next line if applicable. You must not truncate or split the escaped character otherwise this may invalidate your XML message.

#### 4. AUTHORISATION REQUEST FOR SELF ASSESSMENT

1. Unique Tax Reference		
Also known as UTR		
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	X-Path	IRenvelope/AgentRequest/Add/SA/UTR
	Data Type	Numeric
	Length	10 characters fixed length
<b>Validation / Processing</b>		

2. National Insurance Number		
Also known as NINO		
<i>Structure and format</i>		XML
	Mandatory / Optional	Optional
	X-Path	IRenvelope/AgentRequest/Add/SA/NINO
	Data Type	Alpha / Numeric
	Length	9 characters fixed length
<b>Validation / Processing</b>		
1. NINO must be in the format of 2 letters followed by 6 numbers, then 1 letter (A,B,C or D)		

3. Post Code		
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	X-Path	IRenvelope/AgentRequest/Add/SA/Postcode
	Data Type	Postcode format
	Length	6 - 8 characters
<b>Validation / Processing</b>		
1. Can not be present if Abroad signal is set. 2. Standard HMRC Post Code validation		

4. Abroad Signal		
<i>Structure and format</i>		XML
	Mandatory / Optional	Optional
	X-Path	IRenvelope/AgentRequest/Add/SA/AbroadSig
	Data Type	Yes / No type
	Length	3
<b>Validation / Processing</b>		
1. Can only be set if post code is blank 2. The only acceptable value is 'yes'		

5. Your Reference		
Also known as Your Ref.		
<i>Structure and format</i>		XML
	Mandatory / Optional	Optional
	X-Path	IRenvelope/AgentRequest/Add/SA/YourReference
	Data Type	Full Character Set (excluding £ \$ # ~   €)
	Length	Max 20
<b>Validation / Processing</b>		

6. Authorisation Request ID		
Also known as AuthRequestID		
<i>Structure and format</i>		XML
	Mandatory / Optional	Optional
	X-Path	IRenvelope/AgentRequest/Add/SA/AuthRequestID
	Data Type	Numeric
	Length	Max 18
<b>Validation / Processing</b>		



**5. STATUS**

1. Agent Request ID		
Also known as		
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	X-Path	IRenvelope/AgentRequest/Status/AuthRequestID
	Data Type	Numeric
	Length	Max 18
<b>Validation / Processing</b>		

**6. CODE**

1. Agent Request ID		
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	X-Path	IRenvelope/AgentRequest/Code/AuthRequestID
	Data Type	Numeric
	Length	Max 18
<b>Validation / Processing</b>		

2. Agent Authorisation Code		
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	X-Path	IRenvelope/AgentRequest/Code/AuthorisationCode
	Data Type	Numeric
	Length	Max 20
<b>Validation / Processing</b>		
1. This is the unique 10 digit reference pre-fixed by SA (upper case and followed by 8 numbers) that is issued to the client following an authorisation request.		

**7. REMOVAL OF AGENT AUTHORISATION**

1. UTR		
<i>Structure and format</i>		XML
	Mandatory / Optional	Mandatory
	X-Path	IRenvelope/AgentRequest/Remove/SA/UTR
	Data Type	Numeric
	Length	Max 10
<b>Validation / Processing</b>		