



About this form

This form should be completed by an individual becoming a partner in a partnership, to register for Self Assessment and Class 2 NICs. It contains questions that help HM Revenue and Customs (HMRC) decide your tax return and Class 2 NICs requirements.

The partnership must register separately using form SA400 Registering a partnership for Self Assessment.

Partners who aren't individuals, for example, companies, Limited Liability Partnerships (LLPs) and trusts, should complete form SA402 Registering a partner for Self Assessment if they're not an individual.

Each partner must complete a separate form SA401 or SA402, as appropriate. This applies even if the partner already sends in tax returns and is registered for Self Assessment in their own right.

What to do when completed

Please send your completed SA401 and 64-8 (if appropriate) to: HM Revenue and Customs National Insurance Contributions and Employer Office BX9 1AN

These forms can be sent with the SA400 and any forms SA401 and SA402, but please do not attach anything else.

Appointing an agent

To authorise an agent to act on your behalf, you can either complete form 64-8 Authorising your agent or ask your agent to set up an authorisation online. Please note, an agent authorisation for the partnership does not cover the partners, so you must authorise your agent to deal with your tax affairs separately. Ask your agent about online authorisation, or download form 64-8 at www.gov.uk/government/publications/tax-agents-and-advisers-authorising-your-agent-64-8

If you need help

If you need help phone 0300 200 3500. If you're calling from outside the UK phone +44 191 203 7010.

For further information about Class 2 NICs please go to www.gov.uk/self-employed-national-insurance-rates

About you

<p><b>1 Title</b> Title - enter MR, MRS, MISS, MS or other title <input type="text"/></p> <p><b>2 Surname</b> <input type="text"/></p> <p><b>3 First names</b> <input type="text"/></p> <p><b>4 Address - the reference will be sent to this address</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Postcode</small></p> <p><b>5 Phone number</b> <input type="text"/></p>	<p><b>6 Date of birth DD MM YYYY</b> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p><b>7 National Insurance number</b> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>Most people need a National Insurance Number (NINo) to register for Self assessment. If you do not know your NINo, check a payslip, P60 or letter about tax, pensions or benefits or go to <a href="http://www.gov.uk/lost-national-insurance-number">www.gov.uk/lost-national-insurance-number</a> If you have never had a NINo and need to apply for one, go to <a href="http://www.gov.uk/apply-national-insurance-number">www.gov.uk/apply-national-insurance-number</a> If you do not need a UK National Insurance Number, please give your reasons below <input type="text"/></p> <p><b>8 Are you a UK resident?</b> If you're not sure how to answer this question you can find further help at <a href="http://www.gov.uk/tax-foreign-income/residence">www.gov.uk/tax-foreign-income/residence</a></p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
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## About you continued

<p><b>9</b> Have you come to the UK from a non-EU country within the last 12 months?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Please tick here if you have recently arrived in the UK but you're not sure how long you will be staying. <input type="checkbox"/></p>	<p><b>11</b> Are you the nominated partner for the partnership you are joining?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
<p><b>10</b> If you have previously registered for Self Assessment, what is your Unique Taxpayer Reference (UTR)?</p> <p><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>	<p><b>12</b> When did your self employment begin? DD MM YYYY</p> <p><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>

## About the partnership you have joined

<p><b>13</b> Name of partnership</p> <p><input type="text"/></p>	<p><b>17</b> Please enter the partnership Unique Taxpayer Reference (UTR), if one has been allocated already</p> <p><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>
<p><b>14</b> Address of partnership</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Postcode</p> <p><input type="text"/></p>	<p><b>18</b> If no UTR has been issued</p> <ul style="list-style-type: none"><li>• If this is a Limited Liability Partnership (LLP) or a Limited Partnership (LP) registered with Companies House before 25 October 2010, please attach a for SA400 to register the partnership</li><li>• If this is an LLP or LP registered with Companies House on or after 25 October 2010, please enter the Company Registration Number (CRN) below</li></ul> <p><input type="text"/></p>
<p><b>15</b> What is the nature of the business being carried out? For example, plumbers, investment business, electrical engineers</p> <p><input type="text"/></p>	<p><b>19</b> Please tick this box if you are entitled to a share of the profits, losses and other income from the partnership. Otherwise leave blank <input type="checkbox"/></p>
<p><b>16</b> When did you join the partnership? DD MM YYYY</p> <p><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>	<p><b>20</b> Please tick this box if the partnership is engaged in sharefishing. Otherwise leave blank <input type="checkbox"/></p>

## Declaration

<p>I declare that:</p> <ul style="list-style-type: none"><li>• the information I have given on this form is complete and correct to the best of my knowledge and belief</li><li>• I will tell HM Revenue and Customs straightaway if my circumstances change in a way that affects the answers I have given on this form.</li></ul>	<p><b>Signature</b></p> <p><input type="text"/></p> <p><b>Date</b> DD MM YYYY</p> <p><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>
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