



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, 'Register a partnership for Self Assessment'.

Partners who are not individuals, for example, companies, Limited Liability Partnerships (LLPs) and trusts, should complete form SA402, 'Register 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/guidance/authorising-an-agent-to-deal-with-your-tax-affairs

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

About you

<p>1 Title Title - enter MR, MRS, MISS, MS or other title <input type="text"/></p> <p>2 Surname <input type="text"/></p> <p>3 First names <input type="text"/></p> <p>4 Address - the reference will be sent to this address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Postcode</small></p> <p>5 Phone number <input type="text"/></p>	<p>6 Date of birth DD MM YYYY <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>7 National Insurance number <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 www.gov.uk/find-national-insurance-number</p> <p>If you've never had a NINO and need to apply for one, go to www.gov.uk/apply-national-insurance-number</p> <p>If you do not need a UK National Insurance Number, please give your reasons below <input type="text"/></p> <p>8 Are you a UK resident? Put an 'X' in the box If you're not sure how to answer this question, you can find more help at www.gov.uk/tax-foreign-income/residence</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
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