

How to... access HMRC employment history online



Our underwriters may ask for a 'record of employment' to verify income when reviewing a mortgage application. Here's some of the reasons why they may ask for this:

- To give a clear overview of past income
- If an applicant has changed jobs frequently in the past 12 months, it helps to see all earnings during this time
- To verify income when an applicant is working for a family business
- If we're unable to get an employer's reference, if the company is small for example

How to access your record of employment

You can access your employment record by post or online.

To request a copy by post, all you need to do is complete this **employment history request form** and post it to HMRC. It can take up to 10 days to come back.

Or you can **access your tax account online** - just follow the steps below.

1. Sign in or register for an account here and select 'Sign in with Government Gateway'.

If you don't have an account, click on **Create sign in details** then follow the on-screen instructions to create your account. Your new Gateway sign in details will be sent to you by email. You'll then be able to login and continue with these instructions.

If you already have an account, sign in here

Otherwise create your account via this link

2. Once signed in you can access your records by clicking on **Pay As You Earn (PAYE)** and then **Check current tax year**



Personal tax account

Account home Messages Check progress Your profile Business tax account Sign out

Account home

Your Name

Your Self Assessment Unique Taxpayer Reference (UTR) is **1234567890**

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.

Self Assessment
View and manage your Self Assessment tax return. The deadline for online returns is 31 January 2022.

Complete your tax return
Make a payment
View your payments
Check if you need to file in a tax return

3. This takes you to **Your PAYE income tax summary for current tax year** which lists all current employments. Under each employer, click on the **View or update employment details** link.

Check your Income Tax

Account home Messages Check progress Your profile Business tax account Sign out

Your PAYE Income Tax overview

Check your latest tax code change
Find out what has changed and what happens next

Check previous tax years
Check the Income Tax you paid on employments or pensions in previous years.

Check current tax year
Check your tax codes and Income Tax from PAYE income sources for 6 April 2021 to 5 April 2022.

Check next tax year
Check your tax codes and estimated PAYE Income Tax from employment and pensions for 6 April 2022 to 5 April 2023.

Claim tax relief on expenses for working from home

Check your Income Tax

Account home Messages Check progress Your profile Business tax account Sign out

Choose a tax year

Your PAYE Income Tax summary for 6 April 2021 to 5 April 2022

Your current employments

Annual amounts

Your tax-free amount
The income you can have, taking into account any adjustments, before paying tax.

Tax code: 2482L
Payroll number: 3

View or update employment details

What makes up your tax-free amount

4. This takes you to a summary of the income received and tax paid for that employer. To access your income by month as shown below, click on **Check payments received from your employer**.

5. The **Taxable income from your employer** shows income by month as per below. This can be printed or saved as a pdf.

Check your Income Tax

Account home Messages Check progress Your profile Business tax account Sign out

Income received to date

Taxable income from

Income Tax and National Insurance paid to 28 February 2022

Date	Taxable income (£)	Income Tax paid (£)	National Insurance paid (£)
30 April 2021	1,078.99	3.80	0.00
28 May 2021	1,078.99	4.00	0.00
30 June 2021	1,078.99	4.00	0.00

6. Repeat for all employers, and all tax years as requested.

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