

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.

HM Revenue & Customs

Employment history team: claimant's evidence of employers

When to use this form
Use this form if you need confirmation of your employment history or if you're applying for a mortgage.
Give us the information we need so we can give you a quicker response to your enquiry.

How to fill in this form
You must always fill in your name, date of birth and National Insurance number.
If you need help to fill in this form telephone the helpline 0300 200 3100.

Your details
You must always fill in your name, date of birth and National Insurance number.

Claim details
Give brief details in the boxes below.

Your employment history
Tell us the years that you need the employment history for.
For example: start date 1998 and end date 2005.
Start date 1998 End date 2005

What to do now
Send this completed form to:
North East England
HM Revenue and Customs
B39 1AM
Because of high demand, we cannot acknowledge requests for employment histories.

Employer reference

HMRC 07/18

GOV.UK

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Prove your identity to continue

Sign in with Government Gateway

Sign in with GOV.UK Verify

Create an account

If you already have an account, sign in here

Otherwise create your account via this link

Keep your information secure

Do not share your Government Gateway user ID and password with anyone else.

Government Gateway user ID

Sign in

Create sign in details

Problems signing in

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Sign in using Government Gateway

Government Gateway user ID

Sign in

Create sign in details

Problems signing in

I have forgotten my password

I have forgotten my Government Gateway user ID

I have forgotten my Government Gateway user ID and password

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**

Your Self Assessment Unique Taxpayer Reference (UTR) is 1234567890

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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 a tax return

Your PAYE Income Tax overview

Check your latest tax code change

Check previous tax years

Check current tax year

Check next tax year

Claim tax relief on expenses for working from home



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

Choose a tax year

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

Your current employments

Annual amounts

View or update employment details

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.

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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PDF

Print

Aldermore

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