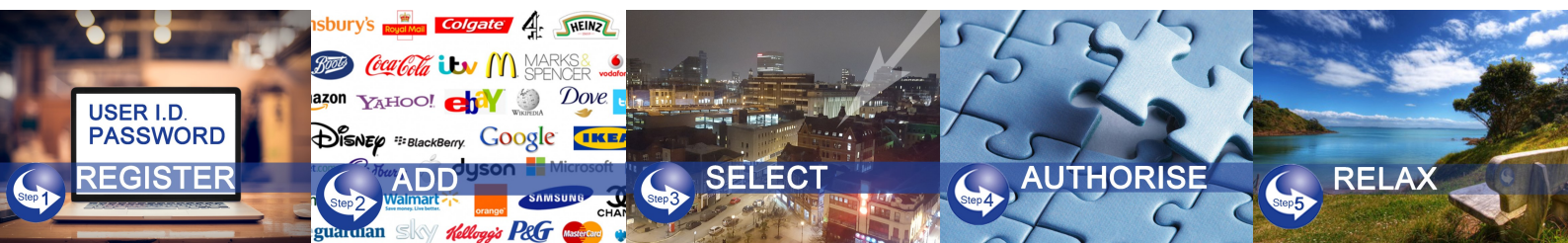


The GOVERNMENT GATEWAY GUIDE



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Follow our 5 Step process to assist when
navigating through the Government Gateway.



RICS



- *Click link: <https://www.tax.service.gov.uk/business-rates-property-linking/authentication-wizard/before-you-register-d> and enter your name, details and a password.
- *Note your user ID (*you will need this to sign in later*).
- *Verify and confirm identity.
(NI no. & D.O.B + Passport, P60 or Payslip)
- *Register business.



- *Add your business details.
- *Follow prompts.
- *Click **"manage properties"**.



- *Select **"advanced"** in *find a property* section.
- *Click **"local authority reference"** - this is the **billing authority reference** found on your rates bill.
- *When your property is displayed click address and then click to **"claim this property"**.
- *Add the property to business customer record, upload rates bill then submit and declare.



- *Click **"manage properties"** and authorise an Agent.
- *Enter RH&Co **Agent Code 37706** and click **"yes"** for the next two questions and continue.
- *you will need to complete the ADD, SELECT and AUTHORISE steps for each property you have****



- *Once registration is completed for all the properties you own, **notify us** so we can commence with the appeal process.
- *We will update you on progress at regular intervals.



To commence with the appeal process, feel free to contact our specialist team directly:



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