



HM Revenue
& Customs

How to confirm your employment details using the Personal Tax Account

A step-by-step guide

26 July 2022

The Personal Tax Account (PTA) is secure, quick and easy to use.

You can use the PTA to see, share and print your pay and tax details for the current year, and previous five years.

Please follow our step-by-step guide on how to do this.

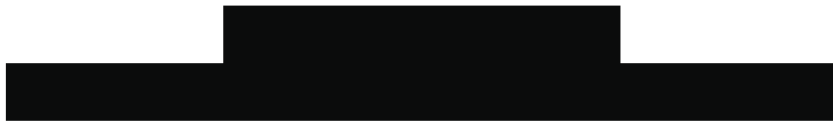
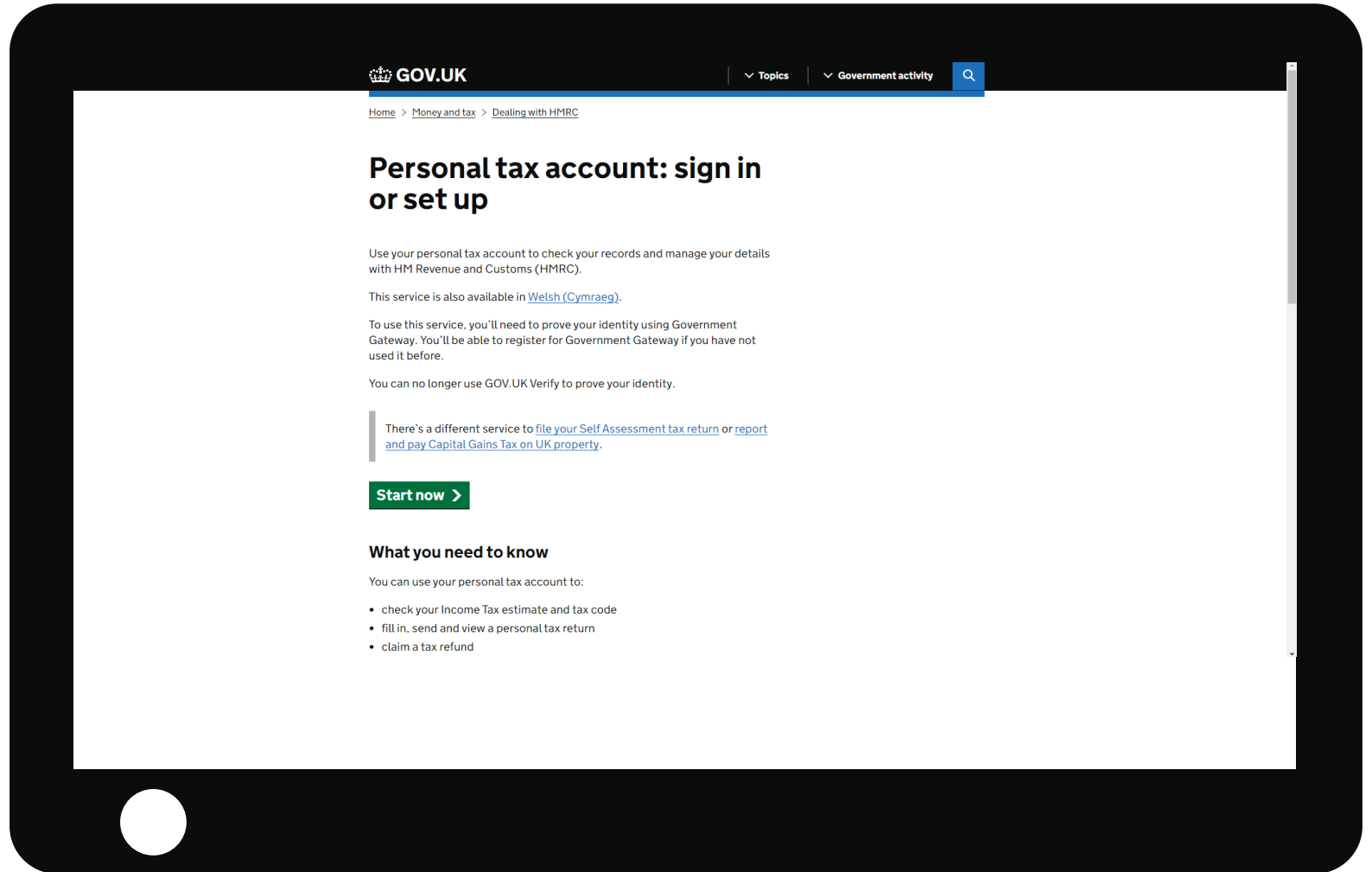


Step 1

Search for Personal Tax Account on gov.uk, or go to <https://www.gov.uk/personal-tax-account>

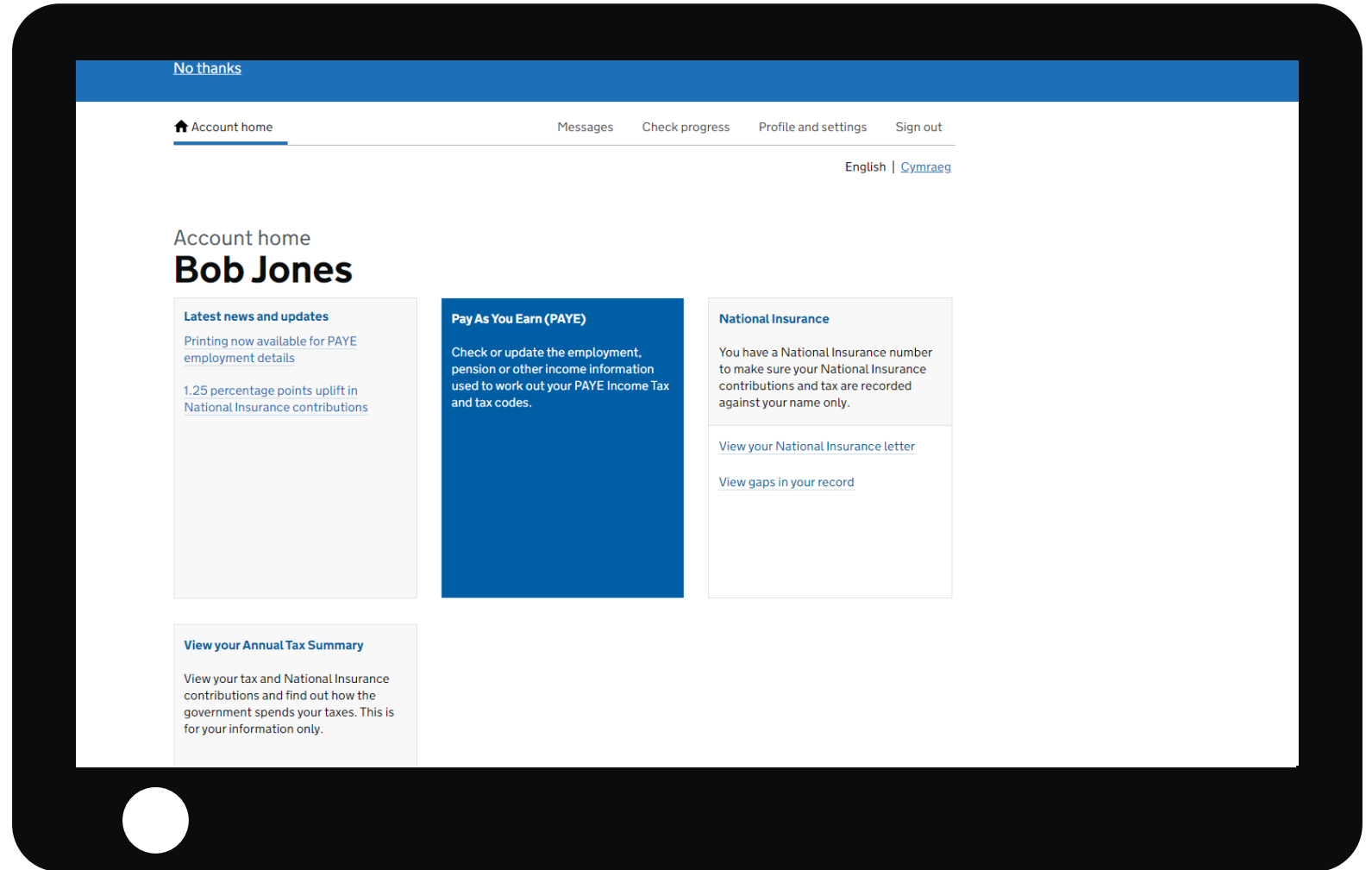


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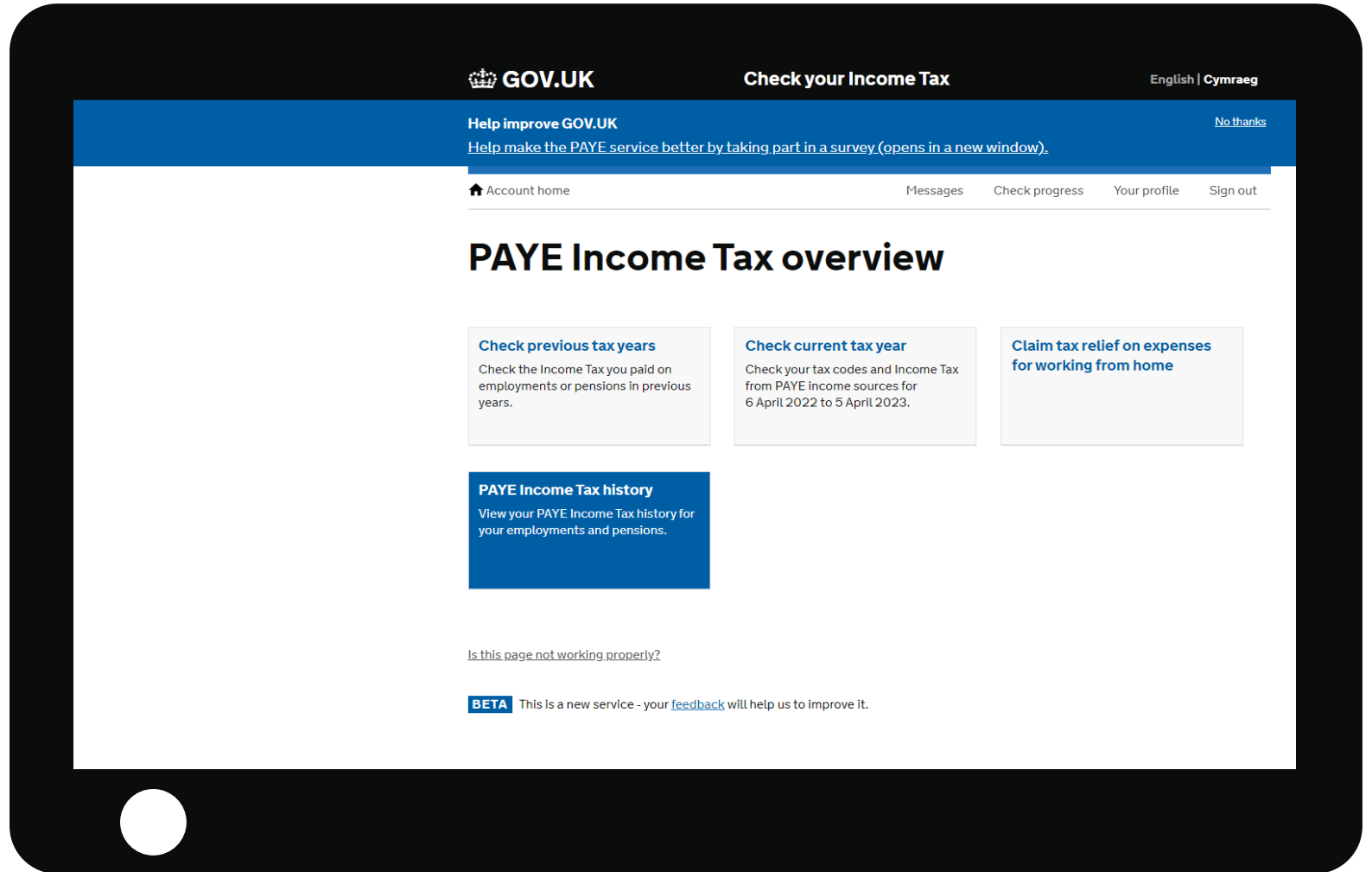
Step 2

Once you are signed into the Personal Tax Account, select the Pay As You Earn Section



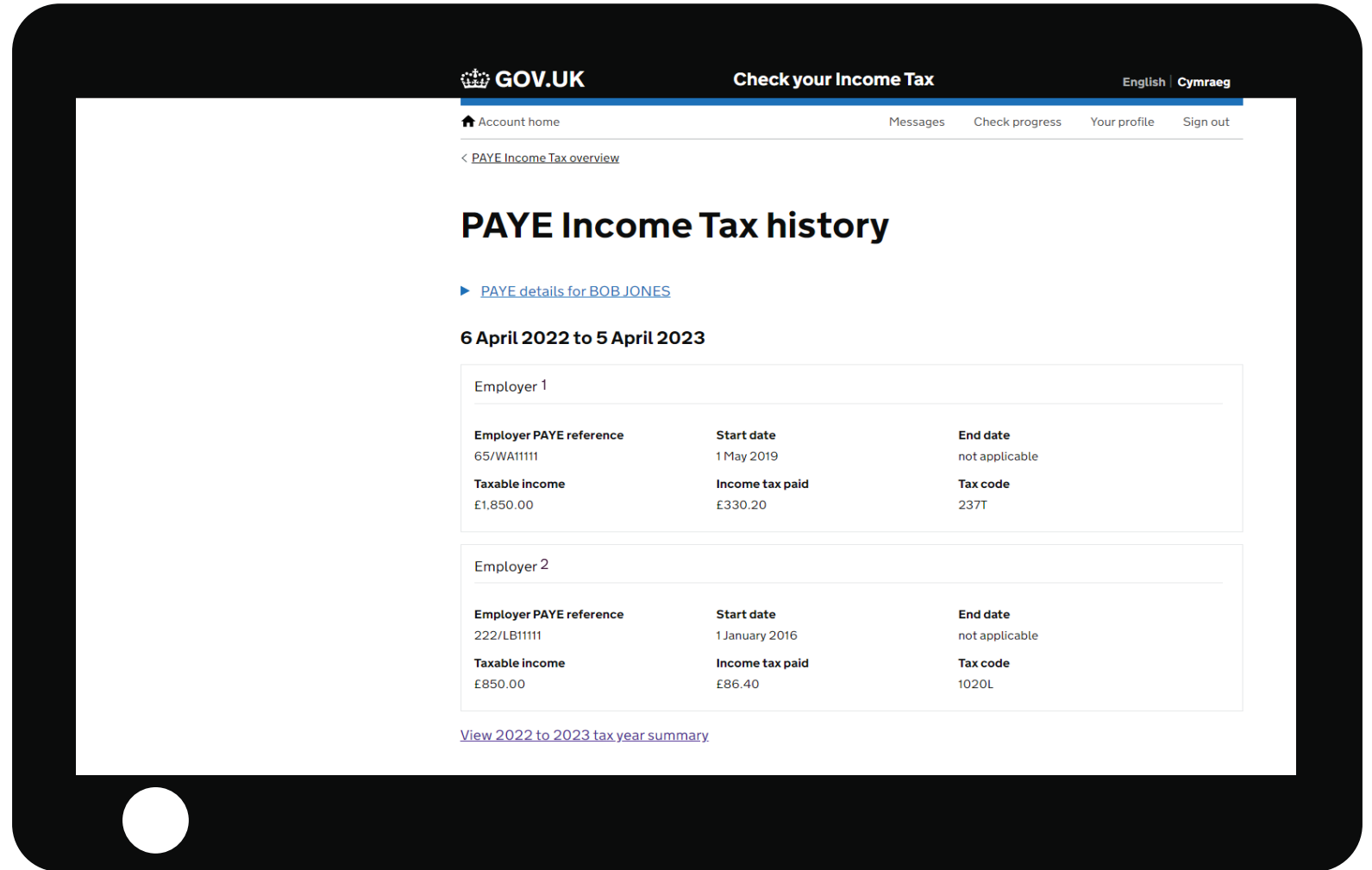
Step 3

Select the PAYE Income Tax History Section



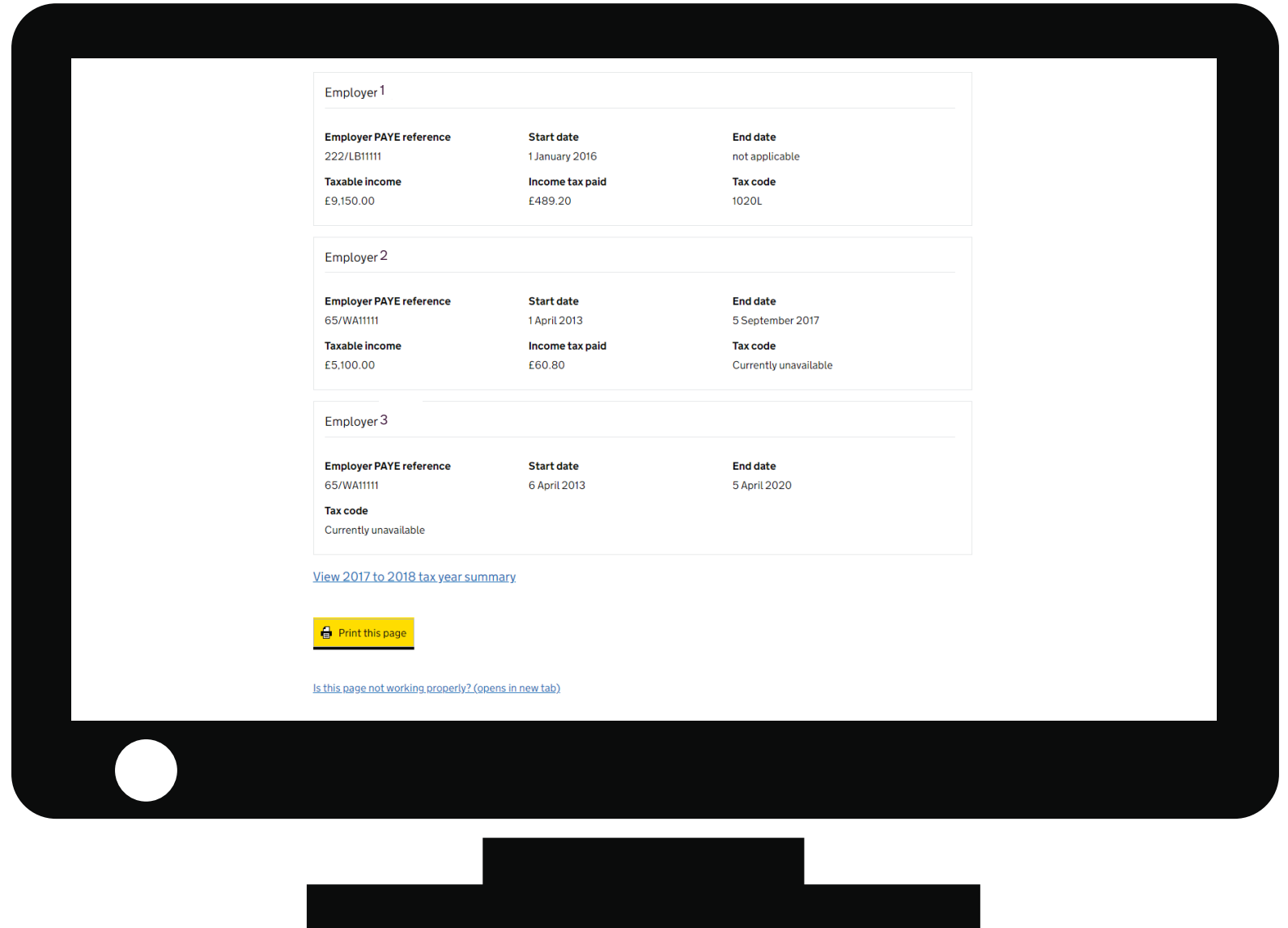
Step 4

The current year will show at the top of the page, scroll down to view up to five previous years.

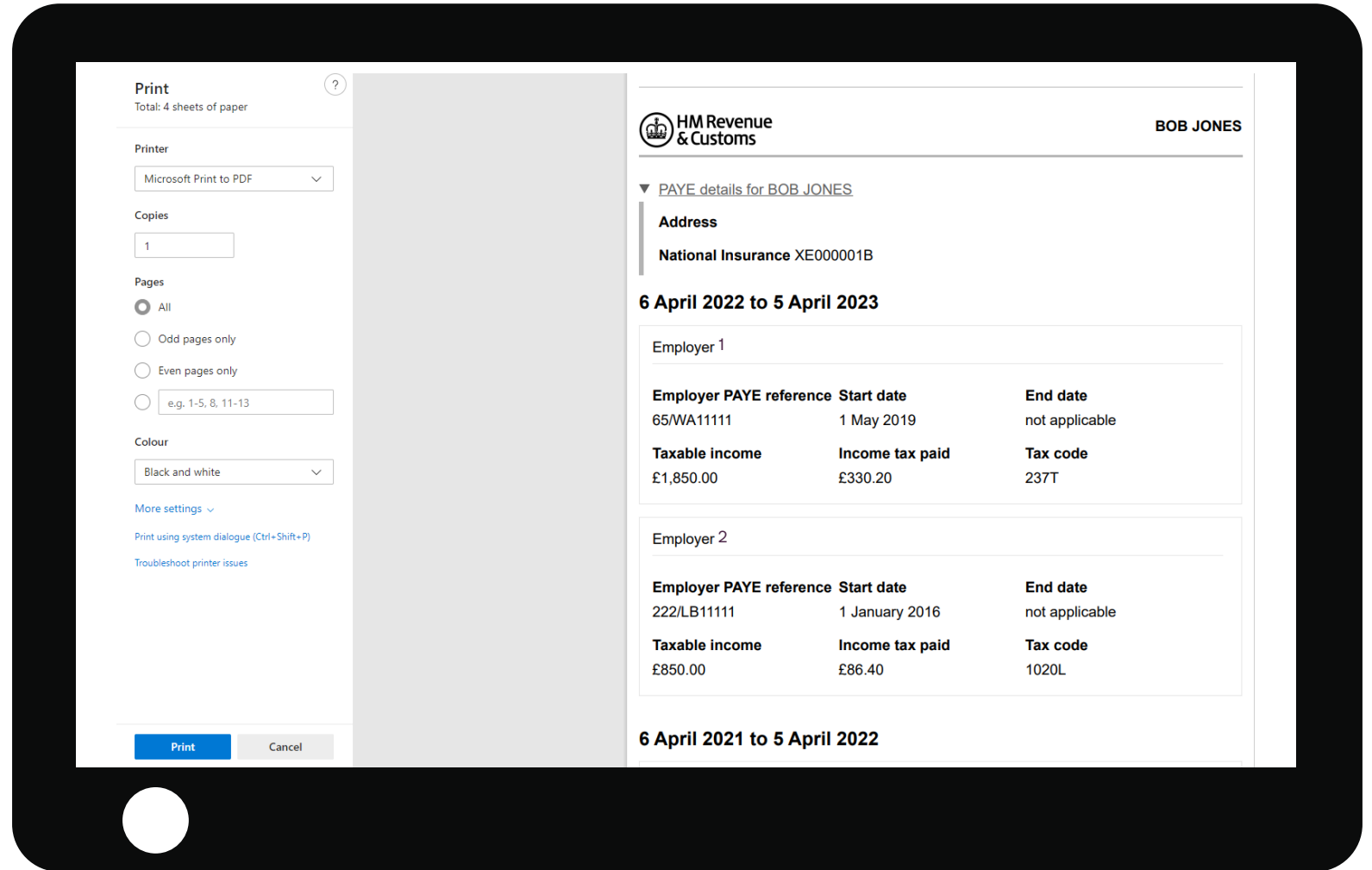


Step 5

Continue to scroll to the bottom of the page and select 'print this page' to print the full Income Tax History.



View of print summary page



Summary of steps to take

1. Search for Personal Tax Account on gov.uk, or go to <https://www.gov.uk/personal-tax-account>
2. Once you are signed into the Personal Tax Account, select the 'Pay As You Earn Section'
3. Select the 'PAYE Income Tax History Section'
4. The current year will show at the top of the page, scroll down to view up to five previous years
5. Continue to scroll to the bottom of the page and select 'print this page' to print your full Income Tax History

