



FAQ: Entity Authorisation

Q: Why do I need to provide authorisation for an entity?

Authorisation is required so that HMRC has a record stating that you are happy for AlphaBridge/AlphaVAT to access the entity's Business Tax Accounts, in order to facilitate the digital submission of your VAT Returns for the entity.

Q: How long will my authorisation last for?

Once you have provided authorisation for an entity it will last for a full 18 months, at which point you will need to re-authorise by going through the authorisation process again.

Q: How do I grant authorisation for an entity?

When you add your new entity, you will have the option to **Add and Authorise**. This will launch the authorisation wizard that will take you through the steps. Alternatively, you can view the entity details and select the authorisation option.

You will then be required to sign into the HMRC website using your Government Gateway account credentials and then you can follow the prompts to grant authority.

Q: I am an Agent. What should I do to grant authorisation?

You should follow the same process outlined above, but when asked to sign into the HMRC website you will need to enter the user ID and password for your agent services account. You can then follow the prompts to grant authority.

Q: I wish to remove authority for AlphaBridge/AlphaVAT to access my entity's Business Tax Account, how do I do this?

On the Entity Management screen, click on the entity's name to view the entity details screen and select the **Authorise/re-authorise** option. Follow the authorisation process, until you reach the screen on the HMRC website where you have the option to Grant Authority. Click on the link "remove this authority (opens in a new tab)" and follow the instructions shown.

For more information see the **Entity authorisation guide**