
What Is Your Accounts Office Reference Number?

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Your Accounts Office Reference Number (e.g., 123PX00123456) is needed to file payroll with HMRC if you're paying yourself a salary.

HMRC usually issues this within 30 days of registering your company's PAYE scheme. You'll find it on any PAYE letters or emails they've sent you.

If you've recently joined Mighty and had a previous accountant, we'll handle this by contacting them and setting up your payroll in Mighty for you so you don't need to worry.

If you haven't yet registered, we have a guide on how to register [here](#). However, we would advise having a conversation with us first so we can provide some tax planning advice on whether paying yourself a salary is the best approach. Feel free to email us at support@mightyaccounting.com and we'll be happy to help.

Read this guide online (always the latest version): <https://app.mightyaccounting.com/Knowledge/article/accounts-office-reference-number>