



FILE DORMANT ACCOUNTS

Dormant Company Accounts Checklist

This checklist helps you confirm your company qualifies to file dormant accounts and ensures you have everything required for submission.

1. Check Your Company Is Eligible

- ☐ No trading activity or **no significant accounting transactions** during the financial year
- ☐ No income, purchases, payroll, invoices, banking activity or VAT registration activity (if applicable)
- ☐ The company is not a subsidiary, owned or controlled by another corporate company
- ☐ Must be a **UK limited company** (by shares or guarantee)

Tip: HMRC may still expect a Corporation Tax return unless you notify them the company is dormant. Tell HMRC no payment is due.

2. Information You Will Need

- ☐ **Company name or number.** Company number is usually 8 characters long (e.g 12345678 or if Scotland SC123456)
- ☐ **Authentication code.** 6-character alphanumeric code (e.g. A1B2C3)
- ☐ **Payment card:** Use a personal card, not a business card, to avoid triggering a significant transaction (trading activity).

3. What Will Appear on Your Dormant Accounts

- ☐ Balance sheet (showing no activity)
- ☐ Statements confirming the **company was dormant** and **director approval statement**

4. Before You File

- ☐ Ensure the accounts cover the correct financial year
- ☐ Check accuracy of **company name or number**, **authentication code** and have **payment card** ready

Warning: Don't risk penalties. File Now, late filing may result in penalties, **up to £1,500**, even for dormant companies. Late filing fee.

5. After Filing

- ☐ Save your acknowledgment keeping a copy for company records
- ☐ Update HMRC that the company is dormant (if applicable)
- ☐ Set a reminder for next year's filing deadline

Start Filing Now

✓ Companies House Certified ✓ 1,000+ Directors Served ✓ £8.99 Fixed Fee ✓ Refund If Rejected