HM Revenue & Customs

How to confirm your employment history using the Personal Tax Account

A step-by-step guide

19 May 2023

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.

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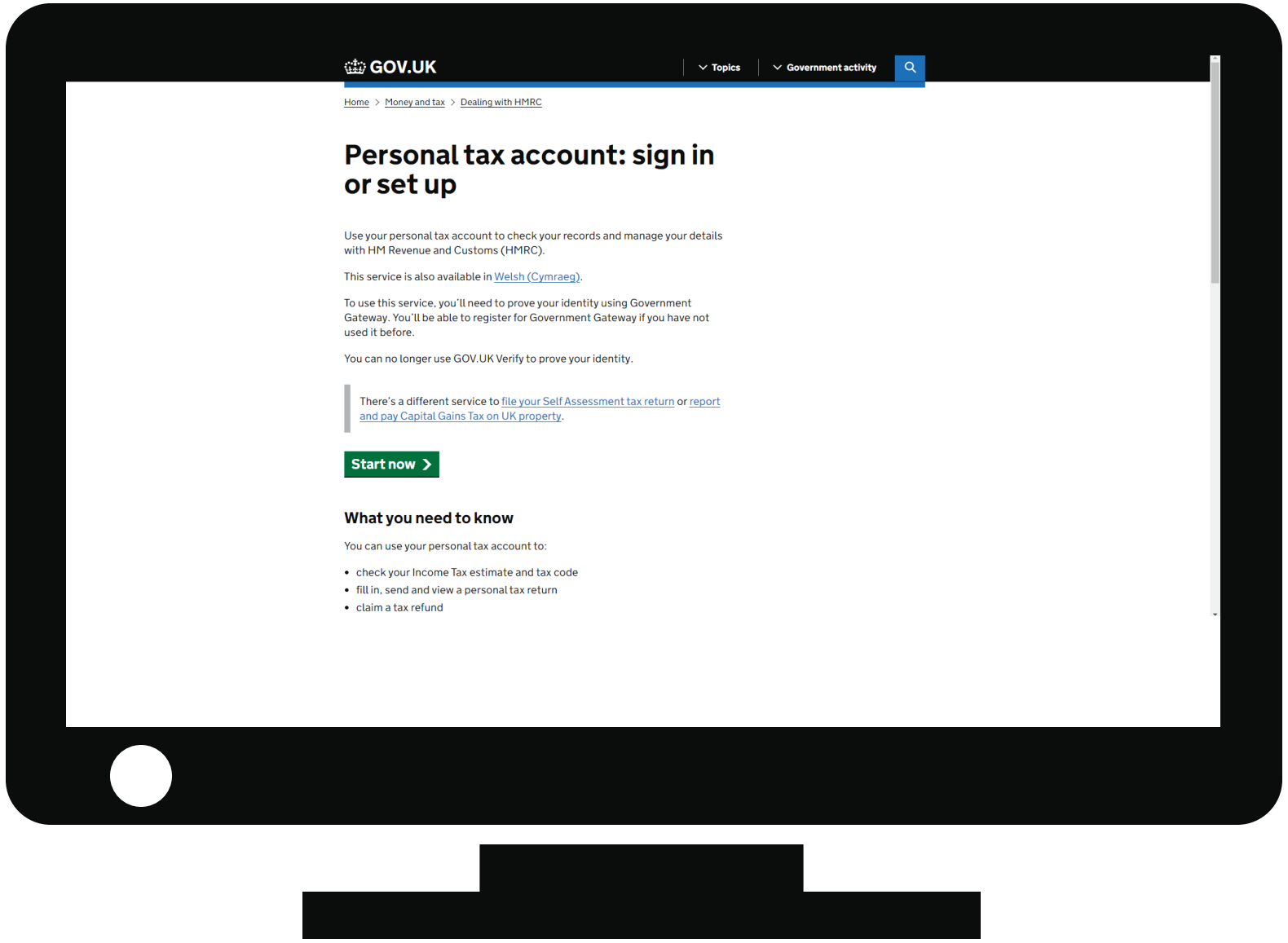
Step 1

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



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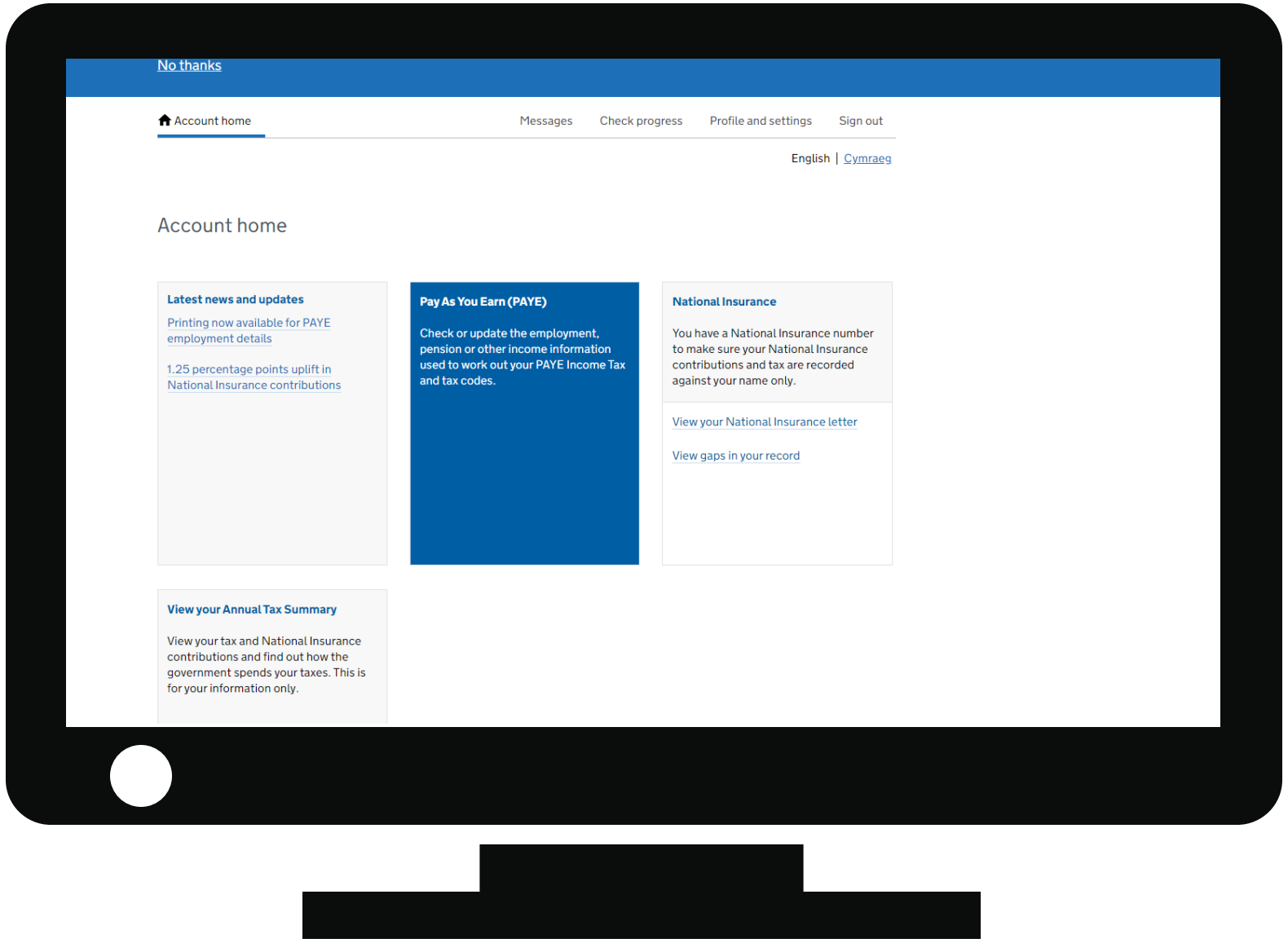
Step 2

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



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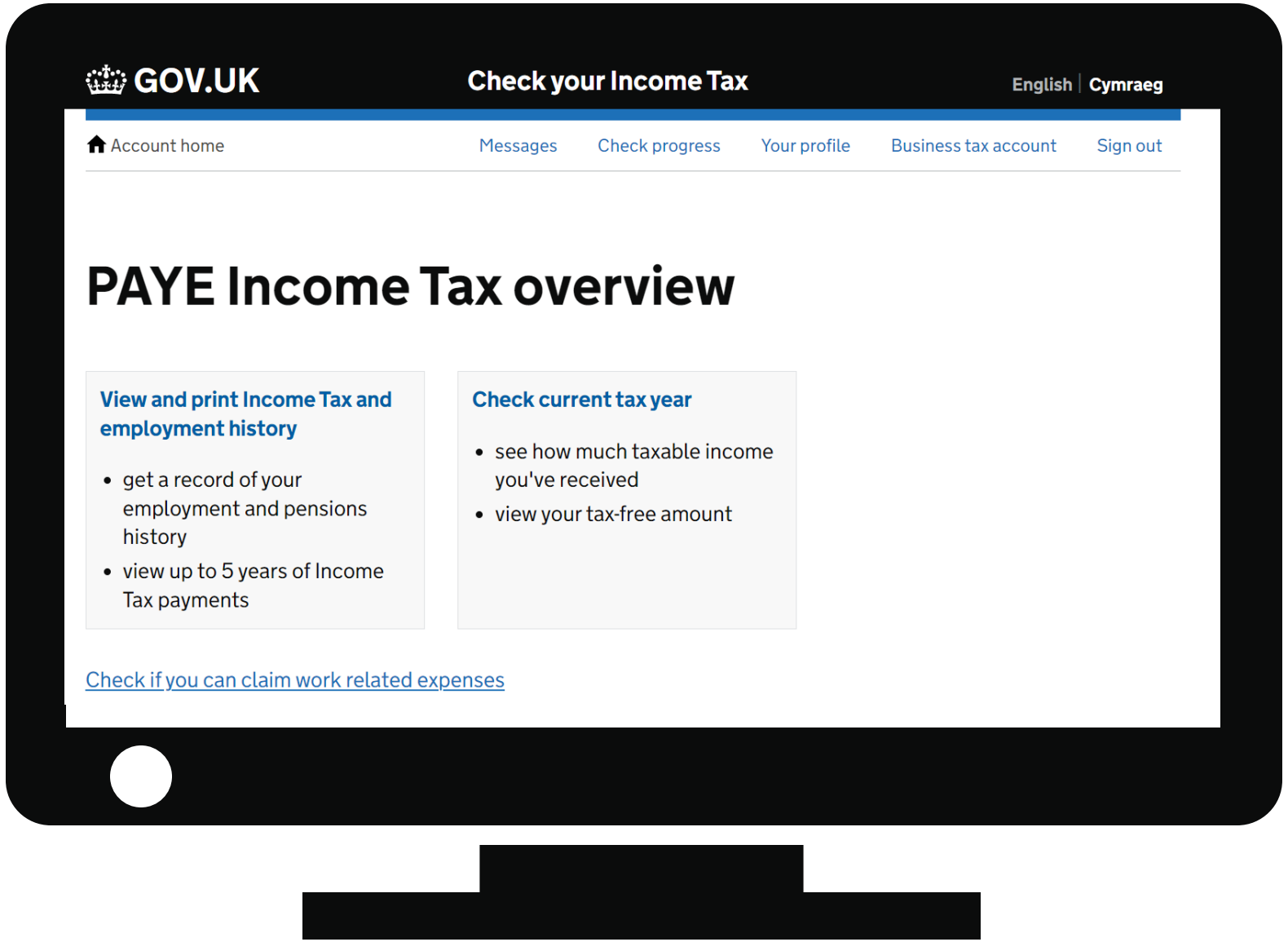
Step 3

Select the PAYE Income Tax History Section



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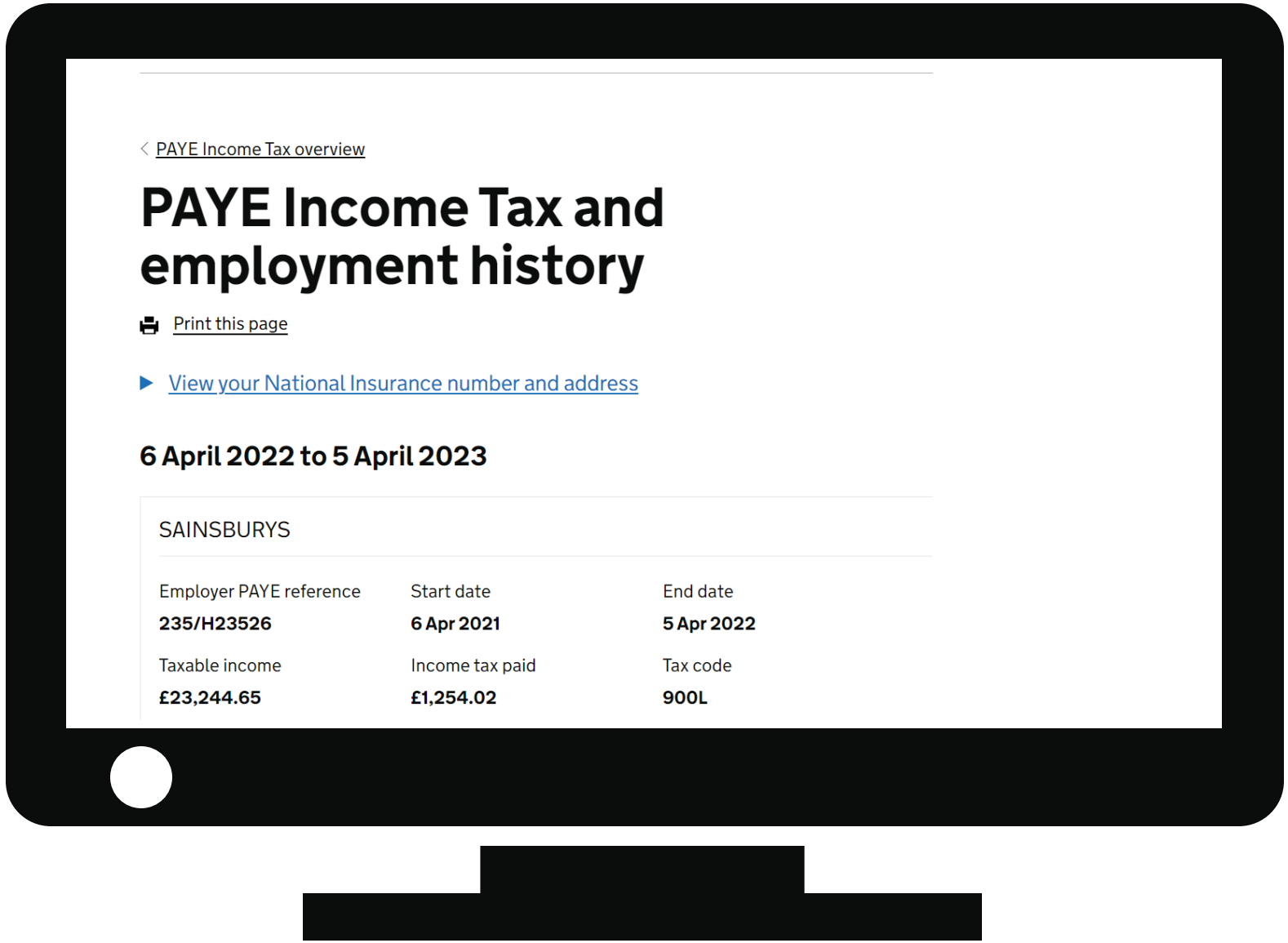
Step 4

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



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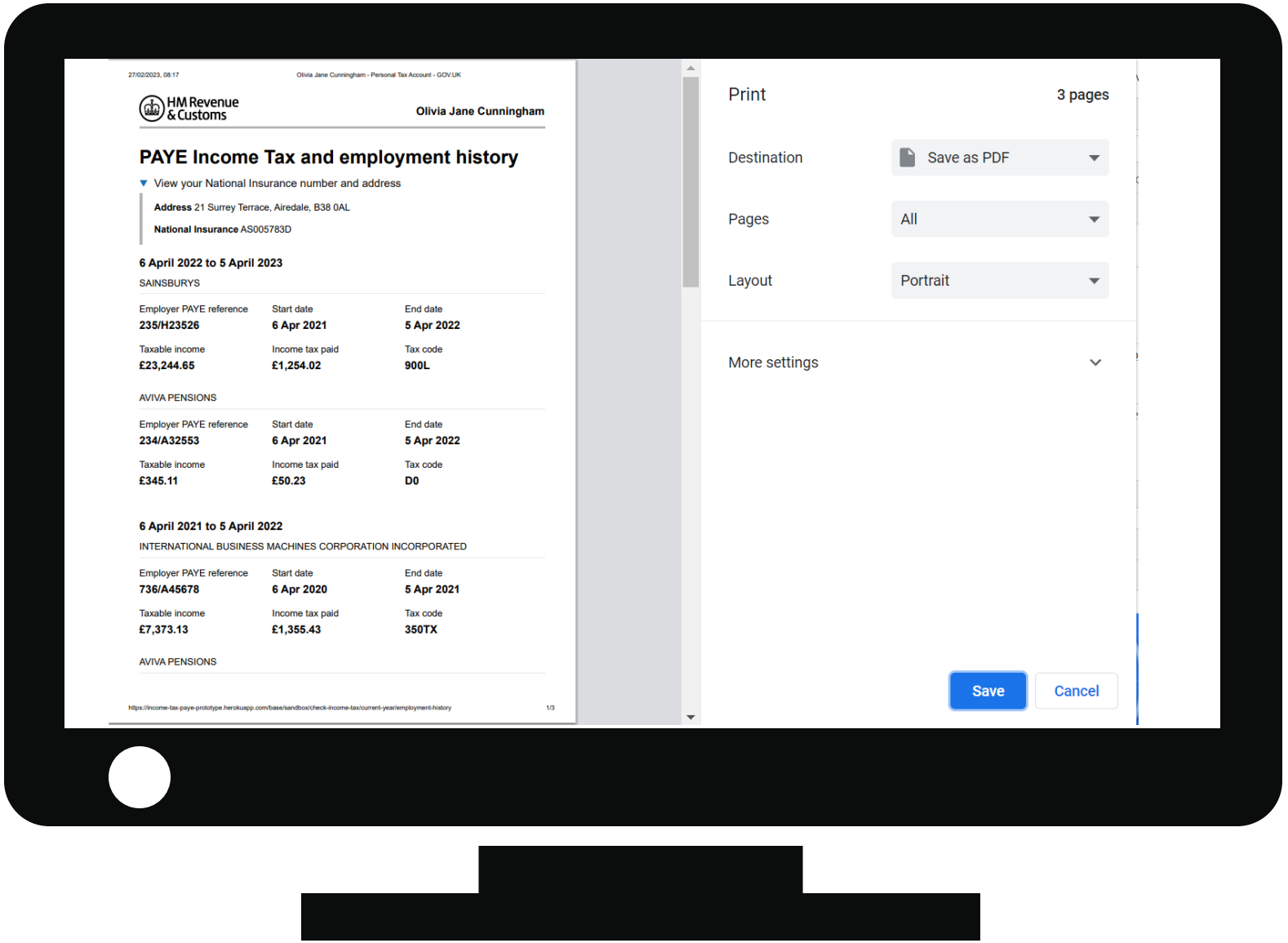
Step 5

At the top of the page, click on ‘print this page’ to print the full Income Tax History.



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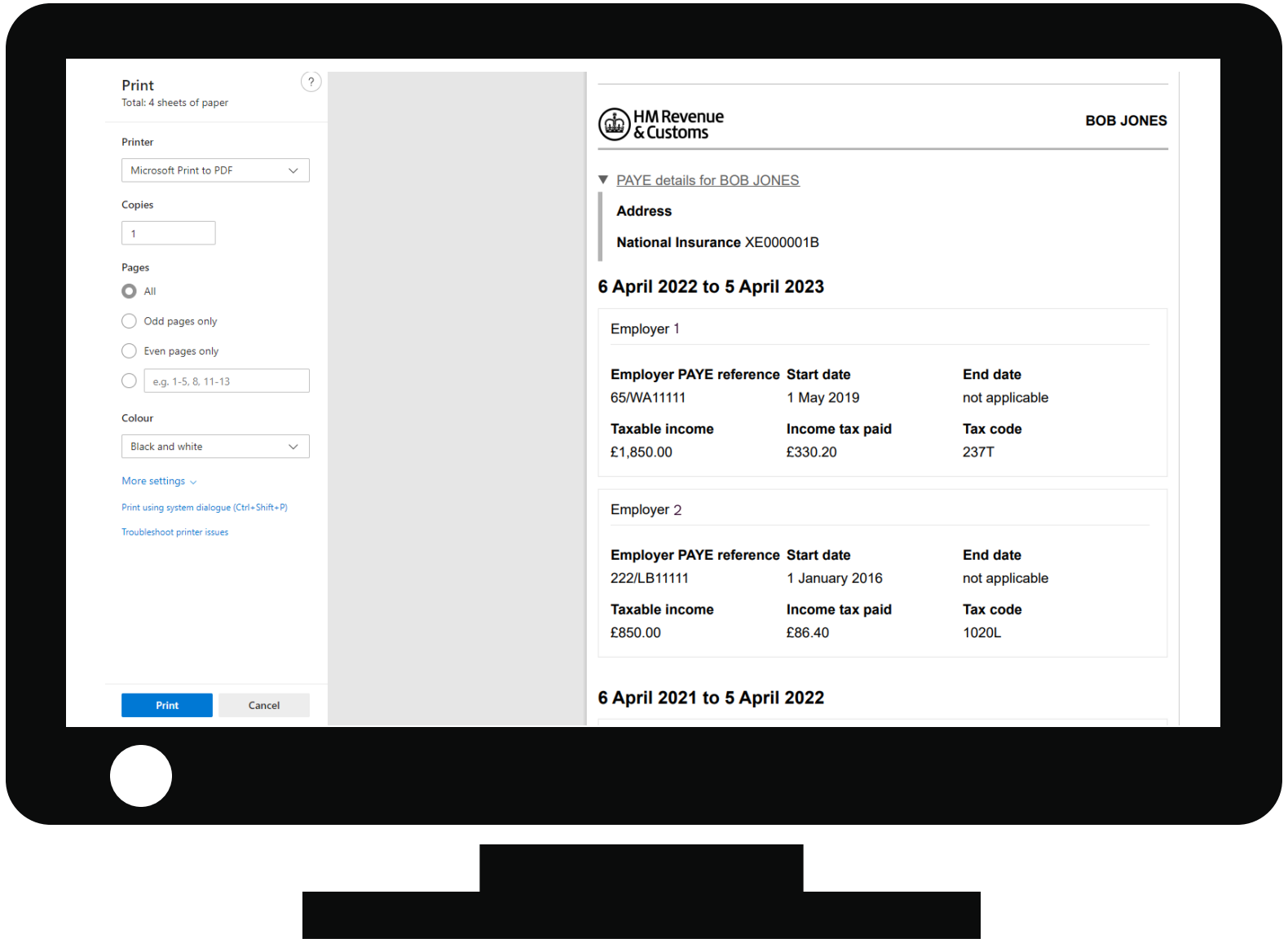
View of print summary page



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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 'View and Print Income Tax and Employment History

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

5. At the top of the page, select ‘print this page’ to print your full Employment/Income History, this will be put into a letter format

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