

How to pay your Tax Bill

If you have tax to pay, you should receive a payslip and envelope from HMRC to enable you to pay by the due date and avoid interest charges. If you don't receive a payslip, you can still make payment using one of the methods below, but you'll need to quote your Self Assessment reference number or Unique Taxpayer Reference (UTR) from previous correspondence with the Revenue, or call us and we can provide it to you.

Bank Transfer

To make a payment from your bank account by Faster Payment, CHAPS or BACS, your payslip will tell you which account to pay into, but if you don't have one or are unsure, use the Cumbernauld details below:

Sort Code	Account Number	Account Name
08-32-10	12001039	HMRC Cumbernauld
08-32-10	12001020	HMRC Shipley

Online Payment

To make a payment using a debit or credit card, visit www.tax.service.gov.uk/pay-online/self-assessment. A charge is payable for using credit cards, and personal credit card payments will NOT be accepted after **13th January 2018**. Use your UTR plus the letter 'K' as the payment reference.

Your Bank

If you have your payslip, you can take it to your bank with a cheque payable to 'HM Revenue & Customs only' followed by your UTR.

By Post

Make your cheque payable to 'HM Revenue & Customs only' followed by your UTR. Send the payslip and your cheque to the following address:

HMRC
Direct
BX5 5BD

If you don't have a payslip you can download one for postal use only from: www.hmrc.gov.uk/gds/payinghmrc/payslip-sa1.htm (You cannot use this payslip to pay at the bank.)

Direct Debit

You can set up a Direct Debit to pay just the NEXT payment due, i.e. you'll have to set up a new one before each payment is due in July or January. It will take a minimum of five working days to set up the instruction, which can be done via your HMRC online account.

Budget Payment Plan

To set up payments in instalments, all of which must be paid in advance of the due date of the full amount; this can be set up via your HMRC online account.

HMRC recommend that payment be made electronically if possible as it is deemed more secure. Allow at least 3 working days for payment to reach HMRC as interest will be charged on any late payment.

If you're struggling to make your tax payment, call the HMRC payment helpline on 0300 200 3835 to ask to make an arrangement, but make sure you do it BEFORE the amount is due.

If you're unsure of any of the above, do get in touch; we're here to help!