

We recommend that you pay your Pay As You Earn (PAYE) comprising:

- Income Tax,
 - Student Loan deductions,
 - Deductions from subcontractors,
 - National Insurance contributions,
- using one of the electronic methods shown below.

How to pay electronically

Go online to pay by Direct Debit

If you are registered for *PAYE for employers* service you can pay your monthly or quarterly PAYE/NICs payments by Direct Debit. This method allows you to set up future payments as soon as you know how much is due.

- Go to www.hmrc.gov.uk and select *PAYE for employers* from the *do it online* menu. Then from the *Welcome to HMRC Online services* page select *Direct Debit payment* from the main menu and follow the links to set up a Direct Debit.
- Please enter your 13-character HMRC Accounts Office reference number in the 'payment reference' box.
- New users first have to register and enrol for *PAYE for employers*. This gives immediate access to Direct Debit payment. We send an activation PIN which you must action within 28 days to ensure access is not lost.
- Direct Debit is quick and convenient. Use it to set up one or more payments for a future date. When setting up your first Direct Debit payment you need to complete the online instruction at least **five bank working days** before the date you wish to make your payment. For subsequent payments you need to allow at least **three bank working days**.

Use BillPay to pay by:

debit or credit card over the Internet. Go to www.billpayment.co.uk/hmrc and follow the guidance.

Use your bank/building society services to pay by:

- **Internet banking.**
Enter details on your bank/building society Internet screen and authorise payment.
- **phone banking service.**
Phone your bank or building society with payment details.
- **Bacs Direct Credit.**
Your payment is transmitted by Bacs to our bank account in three bank working days.
- **CHAPS.**
Contact your bank or building society to arrange for same day transfers to us.

Use payslips from your Payment Booklet to pay us electronically by:

- **Bank Giro.**
If your bank offers this service, take the relevant payslip and payment to a branch of your bank. Any cheque must be drawn on your bank.
- **Post Office counter.**
Take your payment or debit card and relevant payslip to any participating Post Office. Cheques should be made payable to Post Office Ltd.

When paying by bank giro or at a Post Office please only use an official HMRC payslip. HMRC payslips contain the correct bank account information and ensures payment reaches your account on time.

For more information and help arranging electronic payment go to www.hmrc.gov.uk and under *quick links* select *Paying HMRC*. Or you can contact HMRC at:

- HMRC Bradford, BD98 1YY,
phone **0845 366 7816**, or
- HMRC Cumbernauld, G67 1YZ,
phone **0845 366 7816**.

Information that you need to pay by Bacs Direct Credit, Internet, phone banking and CHAPS

1 Our bank account details	2 Your payment reference
<p>You will need to provide your bank or building society with the following bank account details:</p> <p>If you pay to Shipley</p> <p>Sort code 08 32 10</p> <p>Account number 12001020</p> <p>Account name HMRC Shipley</p> <p>If you pay to Cumbernauld</p> <p>Sort code 08 32 10</p> <p>Account number 12001039</p> <p>Account name HMRC Cumbernauld</p> <p>When paying by Bacs Direct Credit, Internet or phone banking you should not use the bank account details from the front of a payslip, use the details provided above.</p>	<p>Use the Accounts Office reference number shown on your Payment Booklet cover.</p> <p>For example, 123PA00012345 (this reference is only an example and should not be used to make a payment). You can check your reference number at www.hmrc.gov.uk/payinghmrc/referencechecker</p>
	3 Payment amount
	<p>Please make one payment for the combined total of PAYE due.</p>

Late payment penalties and interest

We may charge penalties if PAYE is not paid in full and on time. We charge interest on PAYE paid later than 22 April following the tax year end (for payments made by approved electronic methods) or 19 April following the tax year end (for payments made by any other method).

To help you pay on time

PAYE should be paid in full and on time. To help you remember to pay on time and avoid a penalty, you might want to visit the Business Link website. Go to www.businesslink.gov.uk/bdotg/action/keydates where you can create a calendar of key tax deadlines for the next 12 months.

Dates for electronic payment

Your electronic payment must reach our bank account and clear **no later than** the 22nd of the month or quarter. Where the 22nd falls on a weekend or is a bank holiday, we must receive cleared funds no later than the last bank working day before the 22nd. The table below will help you to decide when to make payment in these circumstances.

22nd falls on a	We must have cleared funds by	Latest date for initiating your payment - see notes 1 and 2	
		Internet, phone, Bacs, BillPay, Bank Giro and Post Office counter	CHAPS/GBS Transfer (PAYMASTER)
Friday (not bank holiday)	Friday 22nd	Wednesday 20th	Friday 22nd
Saturday	Friday 21st	Wednesday 19th	Friday 21st
Sunday	Friday 20th	Wednesday 18th	Friday 20th
Bank Holiday Monday	Friday 19th	Wednesday 17th	Friday 19th

Note

The transfer of a Bacs Direct Credit, Internet or telephone banking payment should normally take three working days but **check with your bank or building society** to see what cut-off time they apply for initiating a payment.

Payment Booklets	No payment is due for a month or quarter
<p>You only need a Payment Booklet if you pay at a bank or Post Office counter, or if you pay by post.</p> <p>If you pay using a different method, please let us know you no longer need a booklet by completing the online form.</p> <p>Go to www.hmrc.gov.uk and under <i>quick links</i> select <i>Paying HMRC</i>. Locate and complete the 'Stop the issue of a Payment Booklet Cumbernauld or Shipley' form.</p> <p>This will send us an email to stop the booklet issue. Alternatively you can contact us as shown overleaf.</p>	<p>Tell us no payment is due, on or before the payment date, to avoid the issue of a payment reminder.</p> <p>You can do this by:</p> <ul style="list-style-type: none"> • completing the online 'No PAYE/NICs payment due' form. Go to www.hmrc.gov.uk and under <i>quick links</i> select <i>Paying HMRC</i>. Locate and complete the 'No PAYE/NICs payment due' form (bookmark this page if you will need the form again), or • phoning 0845 366 7816 to say no PAYE/NICs payment is due for a particular month or quarter, quoting your HMRC Accounts Office reference number. <p>The online 'No PAYE/NICs payment due' form is the most convenient and cost effective way to let us know that no payment is due.</p>

Allocating your PAYE payments correctly

Your payment is due by the 22nd of the month or quarter it relates to, so month 3 or quarter 1 is due by 22nd July. If your payment reaches us by the due date you only need to use your 13-character Accounts Office reference number to pay.

If however your payment is:

- paid early i.e. before the 6th of that month or quarter
- paid late i.e. after the 5th of the following month
- for a previous deduction year

you will need to add the year and month the payment is for to your Accounts Office reference number. For example, for a payment for month 3 of year 2011-12 (6th June 2011 to 5 July 2011) due 22nd July but reaching us before 6 July 2011 or after 5 August 2011 you will need to add **1203**. The table shows you some further examples of what to add.

Tax year and month for the year 2011-12 (period from 6 April 2011 to 5 April 2012)		
Payment for the	PAYE month	Add
Month ended 5 May	01	1201
Month or quarter ended 5 Jul	03	1203
Month or quarter ended 5 Oct	06	1206
Month or quarter ended 5 Jan	09	1209
Month or quarter ended 5 Apr	12	1212
Year end and month for a previous year		
Tax year	Payment for	Add
2009-10	6 Apr 2009 - 5 Apr 2010	1013
2010-11	6 Apr 2010 - 5 Apr 2011	1113