



HOW TO PAY THE TAX YOU OWE

Self Assessment

The key web address: <http://www.gov.uk/pay-self-assessment-tax-bill>

Deadlines: The deadlines for paying your tax bill are: **31st January** for any tax you owe for the previous tax year and your payment on account for this tax year; **31st July** for your second payment on account.

If you would prefer to pay regularly through the year, you can use a budget payment plan.

Quote your 10 digit "unique tax reference" (UTR) followed by the letter "K".

Class 1A NIC

The relevant web address: <https://www.gov.uk/pay-class-1a-national-insurance>

You must pay Class 1A NIC on work benefits you give to your employees, such as a company car.

Deadlines: You need to pay Class 1A NIC by **22nd July** each year (19th July by post)

Quote your PAYE Accounts office reference, then add the 2 digit tax year followed by the number 13.

Corporation tax:

The key web address : <https://www.gov.uk/pay-corporation-tax>

Deadlines: The deadline will depend on your taxable profits and your year end.

Taxable profits of up to £1.5 million: 9 months and 1 day after the end of your accounting period.

Taxable profits of more than £1.5 million: You must pay your corporation tax in instalments.

Quote your corporation tax reference when making payment.

VAT

The key web address: <https://www.gov.uk/pay-vat>

You will usually have to pay your VAT bill by the deadline shown on your VAT return. There are different deadlines if you use either the Annual Accounting Scheme or make payments on account.

If the deadline falls on a weekend or bank holiday, your payment must arrive in HMRC's bank account on the last working day before the deadline.

1. You can pay at a bank provided you have the original payslip provided by HMRC (we can request a payslip for you but this takes up to 3 weeks);
2. You can send a cheque through the post if you have completed an online paying in slip and printed;
3. Payments can be made online with a debit card. **Please note that you will not be able to use a personal credit card after 13th January 2018.** Fees will apply to credit card payments.
4. You can pay by bank transfer. You will need to pay either Shipley or Cumbernauld if you already know which accounts office. If unsure pay Cumbernauld. Quote your 10 digit "unique tax reference" (UTR) followed by the letter "K".
5. You can set up a direct debit, via the .gov website.
6. **Please note you can no longer make payments at the Post office.**

HMRC Shipley :

08 32 10 A/c 12001020

HMRC Cumbernauld:

08 32 10 A/c 12001039