

- Please use capital letters and write clearly in black ballpoint pen.
- **Instruction to your bank or building society to pay by Direct Debit** - at *Reference*, please enter your National Insurance number.
- Detach and keep the Direct Debit Guarantee and send the completed form and Direct Debit Instruction to: HM Revenue & Customs, National Insurance Contributions & Employer Office, Self Employment Services, Benton Park View, NEWCASTLE UPON TYNE, NE98 1ZZ.

## Your details

Surname

First name(s)

Title - Mr/Mrs/Miss/Ms or other title

Address

Postcode

Phone numbers

Home

Mobile

CA5611

Date of birth *DD MM YYYY*

National Insurance number

Name of your business

Address of your business. Leave blank if your home and business address are the same

Postcode

When do you want us to collect payments?  
 Monthly  Every six months

Do not detach

## Instruction to your bank or building society to pay by Direct Debit



Please fill in this form using a black ballpoint pen and send it to: HM Revenue & Customs, National Insurance Contributions & Employer Office, Self Employment Services, Benton Park View, NEWCASTLE UPON TYNE, NE98 1ZZ.

Name(s) of account holder(s)

Bank/building society account number

Branch sort code  
 -  -

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	
<input type="text"/>	

Service user number

Reference

Instruction to your bank or building society  
 Please pay HM Revenue & Customs Direct Debits from the account detailed in this instruction, subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with HM Revenue & Customs and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

*This guarantee should be detached and retained by the payer*



### The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit HM Revenue & Customs will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request HM Revenue & Customs to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by HM Revenue & Customs or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when HM Revenue & Customs asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

**For Office Use**

Change of Bank only

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Start date a Sunday (HMRC use only)

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Office serial number

3	0	1	2
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*This guarantee should be detached and retained by the payer*

## How payments will be made

Because we collect National Insurance contributions from your bank or building society monthly in arrears, the first payment may cover more than one month depending on the date that the bank or building society account switch takes place.

It can take up to 21 days to set up a Direct Debit with your bank or building society, but we will write to you in advance and confirm the date and amount of the first payment.

### Subsequent payments:

- will be collected for as long as you want, and
- will be deducted from your account on or up to three working days after the second Friday of each month except where a bank holiday causes a change in this arrangement .

If you choose to pay monthly, payments will be collected four months in arrears. Each payment will cover either four or five contribution weeks depending on the number of Sundays in the preceding tax month. Please make sure you have enough funds in your account on the second Friday of each month.

If you choose to pay six-monthly each payment will cover 26 or 27 weeks depending on the number of Sundays in the preceding tax months.

Payments will be collected on or up to three working days after the second Friday in January and July. Please make sure you have enough funds in your account on the second Friday of each month.