

Issued by

**31 JANUARY IS YOUR FINAL DEADLINE**  
[www.hmrc.gov.uk](http://www.hmrc.gov.uk)

Your Tax Return must be filed by 31 January. If we have not received your Tax Return by this date you will be charged a £100 penalty. Any money you owe must be paid by 31 January, otherwise you will be charged interest.

For more details about charges and penalties, see the enclosed leaflet SA352. More information is available at [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

▼ If you need to use the payslip, please detach here ▼

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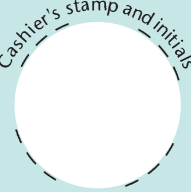
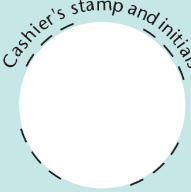
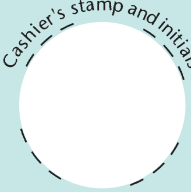
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SA309A (2006) (Cumbernauld) HMRC 12/06

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 <b>Trans Payslip</b> <small>COMMERCIAL BANK Bootle Merseyside GIR 0AA</small>		 <b>HM Revenue &amp; Customs</b>		<b>bank giro credit</b> 		 <b>Trans Payslip</b> <small>COMMERCIAL BANK Bootle Merseyside GIR 0AA</small>		 <b>HM Revenue &amp; Customs</b>		<b>bank giro credit</b> 	
Reference	Credit account number	£		Reference	Credit account number	£		Reference	Credit account number	£	
		<b>Amount due</b> <small>(no fee payable at PO counter) CHEQUE ACCEPTABLE</small>				<b>Amount due</b> <small>(no fee payable at PO counter) CHEQUE ACCEPTABLE</small>				<b>Amount due</b> <small>(no fee payable at PO counter) CHEQUE ACCEPTABLE</small>	
		For official use only				For official use only				For official use only	
Cashier's stamp and initials 		Signature _____ Date _____		Cashier's stamp and initials 		Signature _____ Date _____		Cashier's stamp and initials 		Signature _____ Date _____	
		CASH <input type="checkbox"/> <input type="checkbox"/> CHEQUE <input type="checkbox"/> <input type="checkbox"/>				CASH <input type="checkbox"/> <input type="checkbox"/> CHEQUE <input type="checkbox"/> <input type="checkbox"/>				CASH <input type="checkbox"/> <input type="checkbox"/> CHEQUE <input type="checkbox"/> <input type="checkbox"/>	
SA309A (2006) (Cumbernauld) HMRC 12/06		Please do not fold this payslip or write or mark below this line		SA309A (2006) (Cumbernauld) HMRC 12/06		Please do not fold this payslip or write or mark below this line		SA309A (2006) (Cumbernauld) HMRC 12/06		Please do not fold this payslip or write or mark below this line	

## Online Filing

### Why not file your Tax Return online?

Self Assessment Online is simple to use, secure, efficient and available day or night.

### Self Assessment Online

This allows you to:

- complete and file Returns
- view the latest copy of your Self Assessment Statement, as well as any statements issued up to 3 years ago (to a maximum of 30)
- view details of your liabilities and payments
- view and change address and contact details
- ask tax related personal questions using a secure email facility
- opt to receive notifications and reminders by email or text message
- view the issued, due and received dates for Tax Returns
- request repayments where an account is in credit
- claim to reduce payments on account.

If you file online you will get an immediate acknowledgement and, if we owe you money, a faster repayment than if your Return is sent on paper.

### Getting started

Customers do need to register to use our online services. Simply logon to our website at [www.hmrc.gov.uk](http://www.hmrc.gov.uk) select 'Self Assessment' under 'do it online' and then select 'Register' from the 'New users' section.

Please note you will need to activate the service before you can use it. Please allow 7 days for your Activation PIN to arrive.

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## How to pay






Please allow enough time for payment to reach us by the due date. We suggest you allow at least 3 working days for this. We **recommend** the following payment methods shown at 1- 4. These are the most secure and efficient.

<p><b>1 Direct Payment</b></p>  <p>Use the Internet or telephone to make payment. Provide your bank or building society with the following information</p> <ul style="list-style-type: none"> <li>• payment amount</li> <li>• sort code 10-51-67</li> <li>• account number 23444401</li> <li>• your reference as shown on the payslip (10 numbers plus the final K).</li> </ul>	<p><b>4 At a Post Office</b></p>  <p>Take this form with your payment to any Post Office. If paying by cheque, make your cheque payable to 'POST OFFICE LTD'. The Post Office also accept payment by Debit Card.</p>
<p><b>2 BillPay</b></p>  <p>You can pay by Debit Card over the Internet. Visit <a href="http://www.billpayment.co.uk/hmrc">www.billpayment.co.uk/hmrc</a> and follow the guidance.</p>	<p><b>5 By post</b></p>  <p>If you use this method</p> <ul style="list-style-type: none"> <li>• Make your cheque payable to 'HM REVENUE &amp; CUSTOMS ONLY'</li> <li>• Write your payslip reference after 'HM REVENUE &amp; CUSTOMS ONLY'</li> <li>• Send the payslip and your cheque, both unfolded, to the Accounts Office in the envelope if provided (or previously provided).</li> </ul>
<p><b>3 At your bank</b></p>  <p>If your bank offers this service, take the payslip &amp; payment to your bank branch. Any cheque must be drawn on your bank, &amp; made payable to 'HM REVENUE &amp; CUSTOMS ONLY'. Other banks may refuse to accept payment.</p>	<p>You can find further payment information at <a href="http://www.hmrc.gov.uk/howtopay/self_assessment.htm">www.hmrc.gov.uk/howtopay/self_assessment.htm</a></p> <p>Any questions? Telephone 01236 783514 about how to pay 0845 3661204 if you cannot pay on time.</p> <p>If you do not have an official envelope, your address for posting a cheque is</p> <p>HM Revenue &amp; Customs Accounts Office BRADFORD BD98 1GG</p>

Please do not write or mark below this perforation

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