

Issued by

31 JANUARY IS YOUR FINAL DEADLINE
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

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

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SA309A (2006) (Shiplely) HMRC 12/06

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 Trans Payslip <small>COMMERCIAL BANK Bootle Merseyside GIR 0AA</small>		 HM Revenue & Customs		bank giro credit 		 Trans Payslip <small>COMMERCIAL BANK Bootle Merseyside GIR 0AA</small>		 HM Revenue & Customs		bank giro credit 	
Reference	Credit account number	£			Reference	Credit account number	£				
			Amount due (no fee payable at PO counter) CHEQUE ACCEPTABLE	<i>For official use only</i>				Amount due (no fee payable at PO counter) CHEQUE ACCEPTABLE	<i>For official use only</i>		
Cashier's stamp and initials		Signature _____		Date _____		Cashier's stamp and initials		Signature _____		Date _____	
		CASH		CASH				CASH		CASH	
		CHEQUE		CHEQUE				CHEQUE		CHEQUE	
		£		£				£		£	
SA309A (2006) (Shiplely) HMRC 12/06		Please do not fold this payslip or write or mark below this line		SA309A (2006) (Shiplely) HMRC 12/06		Please do not fold this payslip or write or mark below this line		SA309A (2006) (Shiplely) 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 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>1 Direct Payment 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"> • payment amount • sort code 10-50-41 • account number 23456000 • your reference as shown on the payslip (10 numbers plus the final K). 	<p>4 At a Post Office 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>2 BillPay You can pay by Debit Card over the Internet. Visit www.billpayment.co.uk/hmrc and follow the guidance.</p>	<p>5 By post If you use this method</p> <ul style="list-style-type: none"> • Make your cheque payable to 'HM REVENUE & CUSTOMS ONLY' • Write your payslip reference after 'HM REVENUE & CUSTOMS ONLY' • Send the payslip and your cheque, both unfolded, to the Accounts Office in the envelope if provided (or previously provided).
<p>3 At your bank If your bank offers this service, take the payslip & payment to your bank branch. Any cheque must be drawn on your bank, & made payable to 'HM REVENUE & CUSTOMS ONLY'. Other banks may refuse to accept payment.</p>	<p>You can find further payment information at www.hmrc.gov.uk/howtopay/self_assessment.htm</p> <p>Any questions? Telephone 01274 532007 about how to pay 0845 3661204 if you cannot pay on time.</p> <p>HM Revenue & Customs Accounts Office BRADFORD BD98 1YY</p>

Please do not write or mark below this perforation

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<p>2 BillPay You can pay by Debit Card over the Internet. Visit www.billpayment.co.uk/hmrc and follow the guidance.</p>	<p>5 By post If you use this method</p> <ul style="list-style-type: none"> • Make your cheque payable to 'HM REVENUE & CUSTOMS ONLY' • Write your payslip reference after 'HM REVENUE & CUSTOMS ONLY' • Send the payslip and your cheque, both unfolded, to the Accounts Office in the envelope if provided (or previously provided).
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