

How to pay

This leaflet gives you information on how to pay a Self Assessment amount due to the Inland Revenue.

Please allow enough time for payment to reach us by the due date. We suggest you allow at least 3 working days for this.

Don't delay payment

If you don't receive a Statement of Account or Reminder you should **not** delay making payment. If you do, and your payment does not reach us by the due date, you will be charged interest and surcharges on late payments.

If you are not sure how much to pay, make an estimate of the amount and pay that.

Payment Difficulties

If you find you cannot pay on time, please contact Accounts Office Shipley for advice.
Telephone: **01274 539628**

Your Reference Number

It is important that you quote your reference number in the correct format. This will ensure we update your payment record promptly.

You will find your reference number on correspondence issued by your Inland Revenue office. It will look like this 1023456789 (10 digits). You must quote your reference as 10 digits followed by the letter K.

Example:

Reference number **10234 56789** (10 digits) should be shown as **1023456789K** (11 characters)

The letter K ensures your payment is sent to your Self Assessment account. Do not include spaces in the reference number. And please do not use your National Insurance number.

Payment Methods

There are a number of ways you can pay your Self Assessment.

We recommend that you use one of the electronic methods set out in this leaflet.

Why pay electronically?

These methods are **safer**, more **secure** and very **efficient**. Your payment record is updated promptly if you provide accurate details of your reference number.

How do I pay electronically?

You can make your Self Assessment payment over the Internet or by telephone as follows:

- **Direct Payment**

Use your bank or building society Internet or telephone banking service.

You will need to give your bank or building society

- our bank account details

Sort Code	10 50 41
Account Number	23456000
Account Name	AO Shipley

- your Self Assessment reference number (10 digits followed by the letter K), for example **1023456789K**

- **BillPay**

If you have a switch, maestro, visa delta, solo or electron Debit Card drawn on a UK bank account you can pay your Self Assessment over the internet. Please visit

www.billpayment.co.uk/inlandrevenue

and follow the guidance.

We do not accept payment by credit card.

The BillPay service knows our bank details and you do not have to enter this information.

Other ways to pay, using your payslip

Where you have an amount to pay, a payslip will be attached to any Statement of Account or Reminder we send you.

Unless you are making your payment electronically, please use this payslip to make your payment. It contains personalised data that will ensure your account is updated quickly and correctly.

- **At your bank**

Take this form with payment to **your** bank and where possible to **your own** branch. Other banks may refuse to accept payment. If paying by cheque, make your cheque payable to 'INLAND REVENUE ONLY'.

- **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.

- **Alliance & Leicester Commercial Bank**

Alliance and Leicester Commercial Bank customers can instruct their bank to arrange payment.

- **By post**

Please do not send cash through the post.

We recommend you pay electronically, but if you are only able to pay by post please

- make your cheque payable to 'INLAND REVENUE ONLY'
- write your reference number after 'INLAND REVENUE ONLY'
- send the payslip and your cheque, both unfolded to the Accounts Office. A pre-paid envelope is provided with all Statements of Account and Reminders.

If you don't have an official envelope, your address for posting a cheque is

Inland Revenue Accounts Office
Shipley
Bradford
BD98 8AA

Further information

Please contact Accounts Office Shipley with any questions about making payment:

Telephone: 01274 532007 – about **how** to pay

Telephone: 01274 539628 – for advice, if you **cannot pay on time**

You can also visit our website at

www.inlandrevenue.gov.uk/howtopay



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