



Beginners Guide to Ways to Pay your Taxes

Part of the taxman's job is to make it easy to pay them money. You can always post a cheque to them or pay over the counter at a bank or post office and there are two ways to pay your taxes online, using a bank-card through a webpage or paying directly from your bank account.

1 By Post or over the counter

If you have a payslip you can pay over the counter at a bank or post office – if you don't have a payslip, but know your UTR or 10-digit Unique Tax Reference number you can pay by posting your cheque to the taxman – but remember to write your UTR on the back of your cheque.



2 BillPay (<https://www.billpayment.co.uk/hmrc/scripts/nrpaynow.asp>)

This is an online payment service using a debit or credit card. You can use this service to pay the following taxes:

- Self Assessment
- Employer's PAYE/NICS
- Stamp duty
- Miscellaneous Payments (references beginning with 'X')
- VAT
- Corporation Tax

There is a facility to sign up and get a login and password to use this service, but you do not need to sign up to use BillPay Online Payment service. Just select 'Pay Now'. The taxman recommends that you sign up if you intend to make regular payments for Self Assessment, Employers PAYE/NICS or VAT. However, you cannot sign up and create an account to pay Stamp duty, Miscellaneous Payments, or Corporation Tax.

Please note that, if you pay online with a credit card, there is an extra fee to cover the transaction costs.

3 Direct online payment from your bank

You can pay your taxes directly from your own bank into the taxman's bank account.

You need to know which bit of the taxman you are paying as they have different account numbers and the list below shows the account numbers as at April 2009 - and as well as the bank details you will need your reference number.

- For VAT it is your VAT registration number
 - For income tax it is your 10-digit Unique Tax Reference number, but with the addition of the letter 'K' at the end.
- For Corporation Tax it is your 10-digit Unique Tax reference number, with the addition of the letter 'A' and 6 other digits! The full 17-digit reference number will be shown on your payslip or payment reminder.

If you are unsure of which bank account to pay into you can look it up on the taxman's website at <http://www.hmrc.gov.uk/payinghmrc/bank-account-checker.htm>

HMRC department	Sort code	Account number
VAT	08-32-00	11963155
Cumbernauld Income Tax	08-32-10	12001039
ShIPLEY Income Tax	08-32-10	12001020
Cumbernauld Corporation Tax	08-32-10	12001039
ShIPLEY Corporation Tax	08-32-10	12001020
Cumbernauld PAYE/NIC	08-32-10	12001039
ShIPLEY PAYE/NIC	08-32-10	12001020

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