

HOW TO MAKE YOUR TAX PAYMENT TO SHIPLEY/CUMBERNAULD ACCOUNTS OFFICE

DIRECT BANK TRANSFER

If you would like to make your payment by direct bank transfer, please provide your bank or building society with the following information:

	Shipley payments	Cumbernauld payments
Sort code	08-32-10	08-32-10
Account number	12001020	12001039
The 10 digit reference shown on your payslip, plus the letter 'K'		

You may use telephone or internet banking, BACS Direct Credit or exceptionally CHAPS. The accounts office applicable to you can be found in the bottom left corner of your HMRC payslip. If you do not receive a payslip, you should make the payment to Cumbernauld.

DEBIT CARD OVER THE INTERNET

Go to www.billpayment.co.uk/hmrc and follow the instructions. There is a telephone helpline open Monday to Friday 08.00 - 17.00 on 0300 200 3401. The minimum payment you can make is £1 and the maximum is £99,999.99. To make a payment you need your:

- debit card details; and
- your reference number as shown on your payslip, for example, 0123456789K (10 digits plus the letter 'K').

BANK GIRO SYSTEM

You should receive a Statement of Account from Her Majesty's Revenue & Customs (HMRC) with a bank giro payslip. ***Your cheque should be made payable to "H M Revenue & Customs Only - xxxx K"***, where 'xxxx' is your 10 digit reference shown on your payslip.

You can make the payment over the counter at your own bank or any Post Office. Other banks may make a charge.

Alternatively you may send your cheque and payslip to the address indicated on your Statement of Account - H M Revenue & Customs Accounts Office, Section 2, Bradford BD98 1GA.

If you do not receive a giro payslip by 11 January 2016, please email your usual WMT contact or call 01727 838 255 to speak to a member of the personal tax team.

Whichever method you decide to use, please ensure that your payment is made in good time to reach the Collector of Taxes before 31 January 2016, as interest will be charged automatically on any amount paid late.