

Pay your Self Assessment (SA) tax online using our new Direct Debit Service

You can use Direct Debit to make a single SA payment or set up a Budget Payment Plan for SA

To set up a Direct Debit payment, go to www.hmrc.gov.uk and select the **Self Assessment** service from the **do it online** menu. Login on the **Welcome to Online Services** page and select **Direct Debit** payment from the **Main Menu**. You will be asked to select the tax or duty you want to pay. If you select Self Assessment you have the choice of setting up a Single Payment or a Budget Payment Plan.

If you are a new user you first have to register and enrol for the **Self Assessment** service on the **Welcome to Online Services** page. Before going online you will need your:

- bank or building society account number and sort code
- 11 character SA Unique Taxpayer Reference (10 digit UTR plus letter 'K') shown on the SA payslip, and
- details of how much you wish to pay and when.

The Budget Payment Plan

The Budget Payment Plan is an easier way to pay your Self Assessment tax and is available to customers whose payments are up to date. The plan is voluntary and allows you to make regular payments towards a future liability.

The plan is flexible and you:

- decide the regular weekly or monthly amount you want us to collect
- can choose to change your regular payment amount
- are free to take a break and suspend payment for a period of up to 6 months
- can cancel the Budget Payment Plan at any time.

The payments you make in advance reduce what you have to pay on 31 January and 31 July. You must still pay the full amount by the due date. A Direct Debit can be set up for any remaining balance.

If you currently owe money please contact the Payment Helpline on **0845 366 1204**. We will advise you how to bring your affairs up to date and when you can start a Budget Payment Plan.

Advantages of paying by Direct Debit

- it is safe, secure, available 24 hours a day and you are in control
- we validate your payment reference so payment reaches your account without any delay
- Direct Debit provides certainty about when your payment will reach us
- you avoid writing cheques and save on postage if you normally post your payment
- unlike any other payment method you are protected by The Direct Debit Guarantee.

Important

You must be able to authorise Direct Debits from the bank/building society account on your own. You can view Payment Plans with future collection dates online. Please note however that new and updated online plans will not be available to view for **up to 36 hours**.

For further information

Go to www.hmrc.gov.uk and under **quick links** select **Paying HMRC**.