

## How to pay HMRC

We will send you a payment slip every month detailing how much tax and national insurance you will need to pay. Payment to HMRC (Inland Revenue) is due by the 19<sup>th</sup> of every month and you will receive the slip before this date.

Please be advised that there will be one occasion during the tax year when you will need to pay two lots of tax and national insurance within one month. This is because we process payroll every four weeks so there are 13 tax periods, but HMRC require payment every month for 12 tax periods.

**What to do when a payment is due:** You can make payments a number of ways:

### Electronic payment:

- **Using your bank or building society's internet banking service**

Use your computer to enter details and authorise payment

- **Your bank or building society's telephone banking service**

Phone your bank or building society with payment details

In order to make payments electronically you will be required to enter the total amount to be paid and to then enter the bank account details for HMRC. They are as follows:

Sort Code:	08 32 10
Account number	12001039
Account name	AO Cumbernauld

You will need your Accounts Office reference and year end/month. Both are found on your payment slip (For example: 531 PK00123456 1010).

### BillPay service:

- **Go online at [www.billpayment.co.uk/hmrc](http://www.billpayment.co.uk/hmrc)**

Use the internet to pay by debit card. You can also Sign up with the BillPay service to see if your payment transaction has completed successfully, and view a history of all your previous payments.

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: [info@equallives.org.uk](mailto:info@equallives.org.uk), or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ