

Changes to making Corporation Tax payments

From 1 April 2011, companies and organisations must submit their Company Tax Returns online and **pay all Corporation Tax and related payments electronically**. This includes any related payments such as interest charges on overdue Corporation Tax and penalties for not filing on time. As we are now at the stage of submitting the company tax returns, we have outlined below your options in terms of paying any corporation tax which arises.

You should NOT send cheque payments for Corporation Tax to HMRC after March 2011.

Your options:

▪ **Paying Corporation Tax by Direct Debit.**

You can only pay by Direct Debit if you're registered for Corporation Tax Online. If this is your preferred option please make contact with us so that we can advise you on how to register for Corporation Tax Online.

▪ **Paying Corporation Tax by debit or credit card over the internet: BillPay.**

If you have a debit or credit card issued by a UK card issuer, you can pay over the internet using the BillPay service provided by Santander Corporate Banking. Please be aware that payment by credit card will attract a 1.25% charge. American Express or Diners Club cards are not accepted by HMRC.

To make payment you will need your Corporation Tax reference number. This is shown on the bottom line of your payslip on the left hand side and is made up of 17 characters. Your reference is specific to the accounting period you are paying so please quote it exactly. To access the BillPay service go to <https://www.santanderbillpayment.co.uk/hmrc/scripts/index.asp>.

▪ **Paying Corporation Tax by internet, telephone banking or Bacs Direct Credit.**

To make payment you will need HMRC's bank account details (below) and your Corporation Tax reference number. Please check the reverse of your payslip to check which Accounts Offices below is relevant to you.

Accounts Office	Sort code	Account Number	Account Name
Cumbernauld	08-32-10	12001039	HMRCCumbernauld
ShIPLEY	08-32-10	12001020	HMRC Shipley

▪ **Paying Corporation Tax by CHAPS transfer**

Paying by CHAPS allows you to tell your bank to make an immediate payment that will reach HMRC on the same day provided you adhere to time limits specified by your bank. Please be aware that CHAPS payments do carry higher charges than other payment methods.

Again you will need HMRC's bank account details as specified above.

▪ **Paying Corporation Tax by Bank Giro**

If your bank or building society offers the Bank Giro service you can make a payment at your own bank by cheque or cash using your HMRC payslip. This is regarded as an electronic payment by HMRC.

Please make any cheques payable to 'HM Revenue & Customs only' followed by your Corporation Tax reference number.

▪ **Paying Corporation Tax at the Post Office**

You can make a Corporation Tax payment at the Post Office by cheque, cash or debit card without charge.

If you decide to make payment this way please:

- take your HMRC payslip with you, and
- make cheques payable to 'Post Office Ltd'.

In all cases, HMRC treats funds as being received by HMRC on the date when cleared funds reach HMRC's bank account, NOT the date when HMRC receive the cheque. On all occasions except for a CHAPS transfer please allow three bank working days for payment to clear. Bank working days are Monday to Friday excluding bank holidays.