

## **How to Pay – Personal Tax**

### **Online**

If using online banking to pay your tax liability then the details required to make the payment are as follow:

Sort code: 08 32 10  
Account no: 12001039  
Account name: HMRC Cumbernauld

You will also need to provide your Unique Tax Reference (UTR) followed by the letter K to make an 11 character payment reference.

### **Debit / Credit Card**

To pay using a debit or corporate credit card online you need to go to the following website: [www.tax.service.gov.uk/pay-online/self-assessment](http://www.tax.service.gov.uk/pay-online/self-assessment).

Again you will need your Self Assessment payment reference.

It should be noted that payment by business credit card attracts a fee which typically ranges between 0.4% and 2.4% depending on which type of card is used. Personal credit cards can no longer be used.

### **By Post**

You can send a cheque by post to HM Revenue and Customs.

You should make your cheque payable to 'HM Revenue and Customs only' followed by your Unique Taxpayer Reference (UTR) number as shown above. The cheque should be sent to:

HM Revenue and Customs  
Bradford  
BD98 1YY

### **Bank**

If you receive a paper statement from HMRC with a payslip attached then you can use this to make the payment at any Bank.