

- Please use capital letters and write clearly in black ball point pen.
- Detach and keep the Direct Debit Guarantee and send the completed form and Direct Debit Instruction to: HM Revenue & Customs, National Insurance Contributions Office, Self Employment Services, Benton Park View, Newcastle Upon Tyne, NE98 1ZZ.



Your details

<p>Surname</p> <input type="text"/>	<p>Telephone numbers</p> <p>Home <input type="text"/></p> <p>Mobile <input type="text"/></p>
<p>First name(s)</p> <input type="text"/>	<p>Date of birth DD MM YYYY</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>Title - Mr/Mrs/Miss/Ms or other title</p> <input type="text"/>	<p>National Insurance number</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>Address</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p>Date self-employment started DD MM YYYY</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>Postcode</p> <input type="text"/>	<p>Would you like us to collect Class 2 contributions due from the start of your self-employment with the first Direct Debit payment?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Banks and Building Societies may not accept Direct Debit Instructions for some types of account.</p>


CA5601

Do not detach

Instruction to your Bank or Building Society to pay by Direct Debit

													
<p>Please fill in this form using a black ball point pen and send it to: HM Revenue & Customs, National Insurance Contributions Office, Self Employment Services, Benton Park View, Newcastle Upon Tyne, NE98 1ZZ.</p>													
<p>Name(s) of Account Holder(s)</p> <input type="text"/>	<p>Service User Number</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>												
<p>Bank/Building Society Account Number</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p>Reference (National Insurance number)</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>												
<p>Branch Sort Code</p> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	<p>Instructions to your Bank or Building Society</p> <p>Please pay HM Revenue & Customs Direct Debits from the account detailed in this instruction, subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with HM Revenue & Customs and, if so, details will be passed electronically to my Bank/Building Society.</p>												
<p>Name and full postal address of your Bank or Building Society</p> <table border="1"> <tr> <td>To: The Manager</td> <td>Bank/Building Society</td> </tr> <tr> <td colspan="2">Address</td> </tr> <tr> <td colspan="2"><input type="text"/></td> </tr> <tr> <td colspan="2"><input type="text"/></td> </tr> <tr> <td colspan="2">Postcode</td> </tr> <tr> <td colspan="2"><input type="text"/></td> </tr> </table>	To: The Manager	Bank/Building Society	Address		<input type="text"/>		<input type="text"/>		Postcode		<input type="text"/>		<p>Signature(s)</p> <input type="text"/> <p>Date</p> <input type="text"/>
To: The Manager	Bank/Building Society												
Address													
<input type="text"/>													
<input type="text"/>													
Postcode													
<input type="text"/>													

Detach and keep



The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, HM Revenue & Customs will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by HM Revenue & Customs or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

How payments will be made

In most cases contributions due from the start of your self-employment will be collected with the first payment from your bank or building society.

If you do not want to pay by Direct Debit from the start of your self-employment or we cannot arrange this, your Direct Debit will start from a current date. We will send you a separate bill for any contributions due from the start of your self-employment to the date your Direct Debit begins.

It can take at least 21 days to set up a Direct Debit with your bank or building society, but we will write to you in advance and confirm the date of the first payment.

If you have asked us to collect contributions due from the start of your self-employment with the first Direct Debit, the first payment may cover more than one month.

Subsequent payments:

- will be collected for as long as you want, and
- will be deducted from your account on the second Friday of each month.

Please make sure you have enough funds in your account on the second Friday of each month.

Your payments will cover National Insurance contributions for either four or five weeks, depending on the number of Sundays in the preceding tax month.

If you wish to pay by this method, please fill in the Direct Debit Instruction overleaf and return it to us.