



Please fill in this form in capital letters and send it to National Insurance contributions and Employer Office, HM Revenue and Customs, BX9 1AN. In the 'Instruction to your bank or building society to pay by Direct Debit' enter your National Insurance number in the 'Reference' box. Please detach and keep the Direct Debit guarantee.

1	Name
	Title Mr, Mrs, Miss, Ms or other
	First name(s)
	Surname
2	Address
	Postcode
3	Phone number
	Home
	Mobile
4	Date of birth DD MM YYYY
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
5	National Insurance number
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

6	If you haven't already told HM Revenue and Customs please tell us the date you started self-employment, otherwise leave blank DD MM YYYY
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
7	Would you like us to collect any Class 2 National Insurance contributions due with the first Direct Debit payment?
	No <input type="checkbox"/> Yes <input type="checkbox"/>
8	When do you want us to collect payments?
	Monthly <input type="checkbox"/> Every 6 months <input type="checkbox"/>
9	I confirm that I have received information from the Department for Work and Pensions about my State Pension entitlement, including the number of qualifying years I have to date
	<input type="checkbox"/>

Do not detach

 <h2>Instruction to your bank or building society to pay by Direct Debit</h2> <p>Please fill in this form in capital letters using a black ballpoint pen and send it to National Insurance contributions and Employer Office, HM Revenue and Customs, BX9 1AN.</p>														
Name(s) of account holder(s) <input type="text"/>	Service user number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>													
Bank/building society account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Reference <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<h3>Instruction to your bank or building society</h3> <p>Please pay HM Revenue and 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 and Customs and, if so, details will be passed electronically to my bank/building society.</p>												
Branch sort code <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	Signature <input type="text"/>													
Name and full postal address of your bank or building society <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"/>		Date DD MM YYYY <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
To: The Manager	Bank/building society													
Address														
<input type="text"/>														
<input type="text"/>														
Postcode														
<input type="text"/>														
<p>Banks and building societies may not accept Direct Debit instructions for some types of account</p>														

This guarantee should be detached and retained by the payer

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit HM Revenue and Customs will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request HM Revenue and Customs to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by HM Revenue and Customs or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society - If you receive a refund you are not entitled to, you must pay it back when HM Revenue and Customs asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us

— Do not detach —



How payments will be made

First payment

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

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 payment request 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.

Subsequent payments:

- will be collected for as long as you want, and
- will be deducted from your account on or up to three working days after the second Friday of each month except where a bank holiday causes a change in this arrangement

If you choose to pay monthly, payments will be collected four months in arrears. Each payment will cover either four or five contribution weeks depending on the number

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

If you choose to pay six-monthly each payment will cover 26 or 27 weeks depending on the number of Sundays in the preceding tax months.

Payments will be collected on or up to three working days after the second Friday in January and July. Please make sure you have enough funds in your account on the second Friday of each month.