

How to pay your HMRC liability online

Go to the following website: <https://www.tax.service.gov.uk/pay>

1. You will start on the below page. Select 'Employers' PAYE and National Insurance' and click 'Continue'

GOV.UK Pay your tax English | Cymraeg

Select the tax you want to pay

Self Assessment

VAT

Corporation Tax

Employers' PAYE and National Insurance

Stamp Duty Land Tax

Income tax owed

Customs Declaration Service

or

My payment reference starts with 'X'

[Continue](#)

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2. Select 'Employers' PAYE and National Insurance' and click 'Continue'

GOV.UK Pay your tax English | Cymraeg

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Select the tax or penalty you want to pay

Employers' PAYE and National Insurance

Employers' Class 1A (P11D) National Insurance

or

Employers' PAYE late payment penalty

Employers' PAYE Settlement Agreement

Construction Industry Scheme (CIS) late filing penalty

[Continue](#)

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3. Select to pay as 'Corporate credit card or debit card' and click 'Continue'

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Choose a way to pay

Direct Debit (one-off payment)
A single, one-off Direct Debit payment. You are covered by the Direct Debit guarantee

Bank transfer
Get HMRC's bank details to make your payment using your bank's website, app or at a branch

Corporate credit card or debit card
Credit card payments are charged a non-refundable fee. There is no fee for debit card payments

Continue

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4. Click Continue on the next screen

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Pay by corporate credit card or debit card

There is no fee if you pay by debit card, [Direct Debit \(one-off payment\)](#) or [bank transfer](#).

Credit card payments are charged a non-refundable fee.

You cannot pay using a personal credit card.

Allow 3 working days for your payment to reach HMRC's bank account.

Continue

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5. You will then be taken to the following screen where you can enter your 13 digit collection reference

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Your payment details

Your accounts office reference number

Enter 13 digit Collection Ref. here

[▶ How to find your reference number](#)

What period are you paying PAYE for?

Monthly

Quarterly

Amount to pay

£

[Continue](#)

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6. Select the period to make payment to as shown on your liability email and enter amount due, click 'Continue' once all details have been entered

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Your payment details

Your accounts office reference number

[▶ How to find your reference number](#)

What period are you paying PAYE for?

Monthly

Quarterly

6 April 2019 to 5 July 2019 (first quarter) ▾

Amount to pay

£

[Continue](#)

7. You will now be taken to the page to enter your billing address and card details.

Troubleshooting: If you are experiencing any difficulties with the above then please try clearing your internet browsing history and following the above steps or try following the same process in private browsing mode.