



Application to pay self-employed National Insurance contributions (NICs) by Direct Debit

1	Name <input type="text"/> Title <i>Mr, Mrs, Miss, Ms or other</i> <input type="text"/> First name(s) <input type="text"/> Surname
2	Address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode
3	Phone <input type="text"/> Home <input type="text"/> 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"/> <input type="text"/>

6 If you have not already told HMRC please tell us the date you started self-employment, otherwise leave blank DD MM YYYY

7 Would you like us to collect any Class 2 NICs due with the first Direct Debit payment?

No ☐ Yes ☐

8 When do you want us to collect payments?


Monthly ☐ Every six months ☐

Small Earnings Exception (SEE)

9 I hold a SEE certificate and I would like to pay Class 2 NICs voluntarily by Direct Debit from

If you are unsure of which date to pay from phone 0845 915 4655


10 I confirm that I have received information from DWP about my State Pension entitlement, including the number of qualifying years I have to date.



**HM Revenue
& Customs**

Instruction to your bank or building society to pay by Direct Debit

Please fill in this form in capital letters using a black ballpoint pen and send it to HM Revenue & Customs,
NIC&EO, Self-employment Services, Benton Park View, NEWCASTLE UPON TYNE, NE98 1ZZ.



Name(s) of account holder(s)

Bank/building society account number

Branch sort code

–

–

Name and full postal address of your bank or building society

To: The Manager
Bank/building society

Address

Postcode

Service user number

9

9

1

1

3

3

Reference

Instruction to your bank or building society

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.

Signature

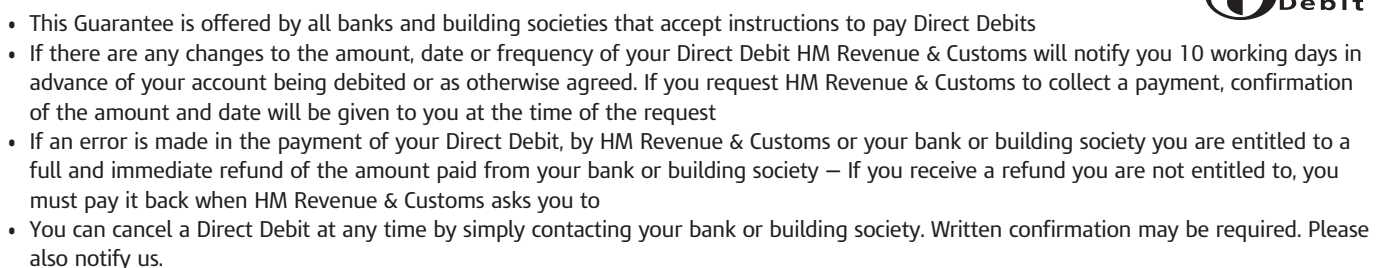
Date DD MM YYYY

Banks and building societies may not accept Direct Debit instructions for some types of account

Banks and building societies may not accept Direct Debit instructions for some types of account

This guarantee should be detached and retained by the payer

The Direct Debit Guarantee



— 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.