

**National Insurance contributions**

**Application to pay Class 2 contributions by Direct Debit**

Please fill in the **whole form** and return to  
 National Insurance Contributions Office  
 Self Employment Services  
 Application Processing Centre  
 Longbenton  
 Newcastle upon Tyne  
 NE98 1ZZ

Mr, Mrs, Ms, Miss  
 or other title

	First names
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Surname
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Your date of birth (in figures)

<small>Day</small>	<small>Month</small>	<small>Year</small>

National Insurance number

<small>Letters</small>	<small>Numbers</small>	<small>Numbers</small>	<small>Numbers</small>	<small>Letter</small>

Date self-employment started

<small>Day</small>	<small>Month</small>	<small>Year</small>

Would you like us to collect contributions due from the start of your self-employment with the first Direct Debit payment?

Yes     No

Address
Postcode

Daytime telephone number (including the STD code)

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Name(s) of account holder(s)

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Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

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

Originator's Identification Number

9	9	1	1	3	3
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Reference Number (National Insurance number)

<small>Letters</small>	<small>Numbers</small>	<small>Numbers</small>	<small>Numbers</small>	<small>Letter</small>

**Instruction to your Bank or Building Society**

Please pay the Inland Revenue National Insurance Contributions Office 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 the Inland Revenue National Insurance Contributions Office and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

## About Direct Debit

### How to apply to pay by Direct Debit

Fill in the application form overleaf and send it to:

National Insurance Contributions Office  
Self-Employment Services  
Application Processing Centre  
Longbenton  
Newcastle upon Tyne  
NE98 1ZZ.

We regret that the facility to pay by Direct Debit is not available to share fishermen. Our leaflet **CA11** *National Insurance for share fishermen* gives more information.

### How will payments be made?

The application form asks you if you wish to pay by Direct Debit from the start of your self-employment. In most cases this means that all 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 wish to pay by Direct Debit from the start of your self-employment or we cannot arrange this, your Direct Debit will be started from a current date. We will then send you a separate bill for any contributions due from the start of your self-employment to the date your Direct Debit begins.

Although we act at once to set up your Direct Debit, it may take some weeks before the first National Insurance contributions are collected from your account. We will write to tell you when the first payment will be made. Please ensure that you have enough funds in your account to meet your first payment.

After that, payments:

- will be made automatically for as long as you wish
- and**
- will normally be deducted from your account on the second Friday of each month

These payments will cover National Insurance contributions for either four or five weeks, depending on the number of Sundays in the preceding tax month. The tax month ends on the 5th of each month.

A regular check of your Bank/Building Society statements will reassure you that payments have been made correctly.

## Direct Debit Application

### 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, the Inland Revenue National Insurance Contributions Office will notify you 10 working days in advance of your account being debited or as otherwise agreed.

If an error is made by the Inland Revenue National Insurance Contributions Office 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.

## Your business

When did you start in business or when will you start?

<small>Day</small>	<small>Month</small>	<small>Year</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>

What is your business name and address?  
*(if different from your personal details)*

Full name
Address
Postcode

Your business phone/mobile number


Your business fax number *(if you have one)*

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Your business e-mail address *(optional)*

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What is your position in the business? For example, owner, partner.

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If you have business partners they also must register as individuals for Class 2 National Insurance contributions.

What sort of self-employed work do you do/will you do?

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If you intend working as a subcontractor in the construction industry you must have an Inland Revenue registration card to get paid. Contact any Inland Revenue office immediately.

## How to pay your Class 2 NI contributions

For tax years 2000/01 and 2001/02 self-employed National Insurance contributions are £2 per week.

To arrange payment of your National Insurance contributions just fill in the Direct Debit mandate attached.

✓ If you are unable to pay by Direct Debit tick this box and we will send you more information about other ways to pay Class 2 National Insurance contributions.

You may not have to pay National Insurance contributions if you expect your income from the business to be below the Small Earnings Exception (SEE). For the tax year 6 April 2000 to 5 April 2001 this figure is £3,825. Tick the box below if you would like more information on this.

✓ Please send me more information about SEE.

## Employing someone else

If you are thinking of taking someone on, or already employ someone else, please phone the New Employer's Helpline on **0845 607 0143**. Or tick the box for more information.

✓ Please send me more information about employing someone else.

## More about VAT

Please read the note about VAT in the attached leaflet. If you think you may have to register for VAT tick the box below.

✓ I think I may have to register for VAT.

Signed

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Date (in figures)

<small>Day</small>	<small>Month</small>	<small>Year</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>