



## Payment by Bank Transfer

This leaflet is important if you want to pay your Social Security Contributions using a bank transfer, such as BACS, or plan to do so in the future. Please ensure that you use the following reference formats when authorising bank transfer payments and use one transaction per payment.

### Employer Schedule Return

Enter the Employer code number e.g. 123456

### Quarterly Contribution Card (self-employed/non-employed/health benefit)

Enter the Social Security number-year-quarter-issue number e.g. GY500001-15-1-1

### Employer Statement

Enter the Employer Code Number-statement number e.g. 123456-1512345

### Personal Statement

Enter the Social Security Number-statement number e.g. GY500001-1512345

We use an automated service which relies on the correct reference format to process payments. **If we receive a reference which does not match the appropriate format the payment may not be allocated to the correct employer or individual.**

Our account details are as follows:

**Bank:** Natwest

**Account Name:** Social Security Contributions Account

**Sort Code:** 60 09 20

**Account Number:** 74079875

**Please note that bank transfer payments can take several working days to reach the designated account. Transactions for Employer Schedule Returns should be made in good time for the payment to reach this account by the relevant due date. Late payments will incur a surcharge of 2.5%.**

We hope you find paying by bank transfer user friendly. However should you encounter difficulties or need any assistance please do not hesitate to telephone our help-line on 732503.