



HM Revenue  
& Customs



Corporation Tax  
HM Revenue and Customs  
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Phone 0300 322 7853  
[www.gov.uk](http://www.gov.uk)

Date of issue 1 December 2021

Reference

Dear Sir/Madam

## Your company's next Corporation Tax payment

### Valuable information about the timing of your tax payment

Your company needs to pay its Corporation Tax by 31 December 2021.

If your company can't pay on time, please call us to discuss payment options.

### If your company can't pay by 31 December 2021

Please call us on 0300 322 7853 to talk to one of our customer support advisers.

They'll work with your company to explore payment options – for example, through a payment plan where you can pay over time in instalments.

When you call, you'll need to have details of your company's income and expenditure so we can make sure the payments are affordable.

### How to pay

You'll find everything you need online:

- go to [GOV.UK](http://GOV.UK) and search 'paying HMRC'
- choose 'pay your Corporation Tax bill'.

### Check your company's payment reference before you pay

- You can find your company's payment reference in your online tax account.
- It's very important that you use the right reference when you pay so we can match the payment with the correct accounting period.
- Your company's payment reference changes with each accounting period so you'll need to use a different one each time you pay.
- The reference will look something like this: 0123456789 A001 01 A (this is an example, not your company's reference).

(continued overleaf)

Information is available in large print, audio tape and braille formats.  
Type talk service prefix number - 18001.

- If you're using a banking app to pay, make sure you don't reuse a previous payment reference.

**If your company is dormant**

You must tell us. For details of how to do this, please go to **GOV.UK** and search 'dormant companies and associations'.

If you have someone who deals with your tax affairs, you may want to ask them why they've not advised you to pay this amount.

Yours faithfully

Officer of Revenue and Customs

**A word about scams**

We're aware of an increase in scam emails, calls and texts. If someone claiming to be from HMRC gets in touch with you about financial help or a tax refund, please do not respond. You should not click on a link or give your name, credit card or bank details. You can send suspicious emails claiming to be from HMRC to [phishing@hmrc.gov.uk](mailto:phishing@hmrc.gov.uk) and texts to 60599.