# Application to pay National Insurance contributions by Direct Debit (CF351)

| FOR OFFICIAL USE ONLY |
|---|
| Input Date: |
| Posted: |

Please use capital letters to complete the whole form and write clearly in black ball point pen.

Detach and keep the Direct Debit Guarantee and send the completed form and Direct Debit Instruction to: National Insurance Section, Income Tax Division, 2nd Floor, Government Office, Bucks Road, Douglas, Isle of Man, IM1 3TX.

For further information phone : (01624) 685177,
e-mail : NationalInsurance@itd.treasury.gov.im, web address: www.gov.im/treasury/incometax

Your Details

| Surname |
|---|
| |
| First Name(s) |
| |
| Title – Mr/Mrs/Miss/Ms or other title |
| |
| Address |
| |
| |
| |
| |
| Postcode |

| Telephone numbers (including STD codes) | | |
|---|---|---|
| Home | | |
| Daytime contact number | | |
| Date of birth | | |
| *Day* | *Month* | *Year* |
| National Insurance number | | |
| | | |

Please select the type of contribution you intend to pay *(tick the relevant box)*

| | |
|---|---|
| Class 2 (self-employed) | |
| Share-Fisherman | |
| Class 3 (voluntary) | |

---------- DO NOT DETACH ----------

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

DIRECT Debit

Please fill in this form using a black ball point pen and send it to: National Insurance Section, Income Tax Division, 2nd Floor, Government Office, Bucks Road, Douglas, Isle of Man, IM1 3TX

Name(s) of Account Holder(s)

| |
|---|
| |
| |

Service User Number

| 7 | 5 | 3 | 2 | 8 | 6 |
|---|---|---|---|---|---|

Bank/Building Society Account Number

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

Reference (National Insurance number)

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

Branch Sort Code

| | | - | | | - | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

**Instruction to your bank or building society**

Please pay the Income Tax Division, The Treasury, 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 Income Tax Division and, if so, details will be passed electronically to my bank/building society.

Name and full postal address of your bank or building society

| To: The Manager |
|---|
| Bank/building society |
| Address |
| |
| Postcode |

| Signature(s) |
|---|
| |
| Date |

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

DIRECT Debit

- This Guarantee is offered by all banks and building societies that take part in the Direct Debit Scheme.
- If there are any changes to the amount, date or frequency of your Direct Debit the Income Tax Division will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Income Tax Division to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by the Income Tax Division or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when the Income Tax Division asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify the Income Tax Division.