

IMPORTANT INFORMATION FOR DIRECTORS



A simple guide to your responsibilities, deadlines and paying your Corporation Tax correctly

As a director, you are legally responsible for making sure your company stays compliant with Companies House and HMRC.

This guide outlines your key duties and how to pay your Corporation Tax on time – without the stress.

Your Responsibilities to Companies House

Directors must ensure the following filings are submitted accurately and on time:

✓ **Annual Accounts**

Even if your company is dormant, accounts must be filed each year.

✓ **Confirmation Statement**

Confirms your company details (shareholders, SIC code, PSCs, registered address).

✓ **Changes to Company Officers**

Updates to directors or company secretaries must be filed promptly.

✓ **Changes to Registered Office**

Any change must be reported immediately.

✓ **Allotment of Shares**

New shares issued must be recorded with Companies House.

✓ **Registration of Charges**

Including mortgages or secured loans.

✓ **People With Significant Control (PSC)**

Any changes must be reported.

If You Can't Pay the Corporation Tax Bill

Do not ignore it.

If cashflow is tight, you may be able to set up a Time to Pay arrangement directly with HMRC. You must contact them before the deadline if possible.

We can advise on what to expect, but only HMRC can approve payment plans.

How to Pay Your Corporate Tax Bill

✓ Bank Transfer (Fastest & Easiest)

Payee: HMRC Cumbernauld

Sort code: 08-32-10

Account number: 12001039

✓ Payment Reference (**IMPORTANT**)

Use your 17-character Corporation Tax reference:

Example: 1234567890A00101A

This reference is unique to each accounting period.

Using the wrong reference can delay or misallocate your payment.

You can find your correct reference:

- On your “Notice to Deliver a Company Tax Return”
- In your company’s HMRC online account
- On the CT600 we send you

✓ Online Payment Link

<https://www.gov.uk/pay-corporation-tax>

Keep proof of payment for your records.

How to Avoid a Surprise Corporation Tax Bill Next Year

Keeping on top of Corporation Tax is much easier when you plan for it throughout the year. These simple habits help you stay ahead and avoid last-minute cashflow pressure:

✓ Set aside a fixed percentage of your profits

Putting aside 19–25% of your profit into a separate “Corporation Tax” bank account throughout the year gives you a clear buffer and removes the January/October panic.

✓ Use a dedicated bank account for tax

Keeping tax money separate means you always know exactly what’s available – and what isn’t.

✓ Keep your bookkeeping up to date

Accurate books = accurate tax forecasting.

Up-to-date records help you spot rising profits (and therefore tax) early.

✓ Let us know if your income changes

A jump in turnover or profit can increase your Corporation Tax bill.

Tell us early, and we’ll help you plan ahead.

✓ Don’t leave accounts until the deadline

The earlier we prepare your accounts, the more warning you have about what you’ll owe – giving you months (not days) to prepare.

Keeping ahead of your numbers is the easiest way to avoid cashflow shocks and stay in control.