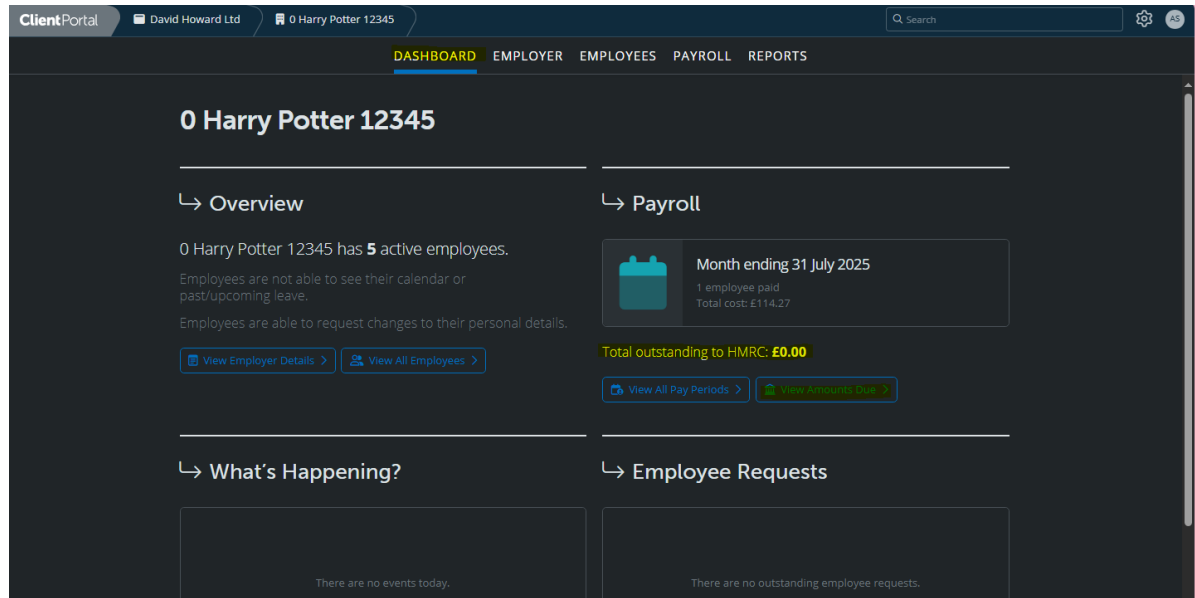


How to Pay HMRC with Brightpay Cloud

1. Login to Brightpay Cloud: <https://client.brightpay.com/>
2. On the Dashboard click – **View Amounts Due** under Total Outstanding to HMRC:



3. Here you can see an overview of the amount owed each quarter – please do not make any payments until payment details appear under the Tax Quarter Ending heading.

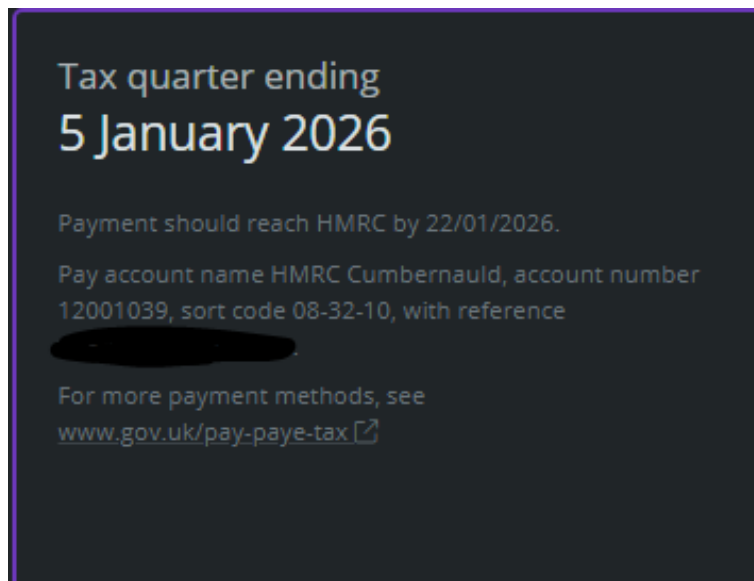
Example of a blank overview:

The screenshot shows the 'Due to HMRC' overview form for '0 Harry Potter 12345'. The form is titled '0 Harry Potter 12345 / Due to HMRC'. It has a table with the following data:

Tax quarter ending	Tax	£0.00
5 October 2025	Employee NICs	£0.00
	Employer NICs	£0.00
	Unpaid amount carried forward	£2,510.71

Below the table, there's a 'View P30' button. To the right of the table, there's a form for 'Amount due' and 'Amount paid'. The 'Amount due' field is labeled '£' and has a value of '0.00'. The 'Amount paid' field is also labeled '£' and has a value of '0.00'. Below these fields is a 'Payment date' field with a calendar icon. At the bottom right, there's a 'Current balance' field with a value of '£0.00' and 'Cancel' and 'Save' buttons.

These are the details you are waiting for – if these do not appear, your references have not been issued yet so payment cannot be made.



- Using Your Accounts Office Reference Number as the Payment Reference, you can then make a bank transfer to HMRC of the amount owed:

HMRC's Bank Details: Account Name: HMRC Cumbernauld Account Number: 12001039 Sort Code: 08-32-10 Payment Reference: <i>*Accounts Office Reference Number*</i>

- Once the Payment has been made, you can update Brightpay Cloud with the amount paid and the date of payment to keep track and ensure nothing is missed:

Tax quarter ending 5 October 2025 View P30	Tax £0.00	Amount due £ 0.00
	Employee NICs £0.00	Amount paid £ 50.00
	Employer NICs £0.00	Payment date 06/10/2025
	Unpaid amount carried forward £2,510.71	Current balance £-50.00
		Cancel Save