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**INTERNAL & EXTERNAL GUIDANCE**

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| **Title:** | APPLY FOR A DUTY DEFERMENT ACCOUNT (DDA) | | | **Document Name & Version:** | VERSION 2 19/06/2025 |
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| **External System(s):** | CUSTOMS DECLARATION SERVICE (CDS) | | | **Internal IT System(s):** | N/A |
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| **Purpose:** | This document should be used to guide you through the steps that need to be taken to apply for a Duty Deferment Account (DDA). | | | | |
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| **Scope:** | This document will guide you through the following steps:   1. [Before you apply](#SECTION1) 2. [What you will need](#SECTION2) 3. [Guarantee waivers](#SECTION3) 4. [After you have applied](#SECTION4) 5. [Authorising Port Partners](#SECTION5) 6. [Paying HM Revenue and Customs](#SECTION6) 7. [Make changes to your account](#SECTION7) 8. [When you must contact HM Revenue and Customs](#SECTION8) 9. [Statements](#SECTION9) | | | | |
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| **Background:** | If you import goods regularly, you may want to apply for a duty deferment account (DDA) to delay the payment of customs charges or tax, such as customs duties, excise duties and import VAT.  A duty deferment account (DDA) allows the importer (Or their customs intermediary) to make one payment a month through a Direct Debit instead of paying for individual consignments.  If you are registered for VAT, then you can [account for import VAT using Postponed VAT Accounting (PVA)](https://www.gov.uk/guidance/check-when-you-can-account-for-import-vat-on-your-vat-return)  Anyone can apply for a duty deferment account to pay import duties in Great Britain. | | | | |
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|  | | | **BEFORE YOU APPLY** | | |
| You can apply for a [guarantee waiver approval](https://www.gov.uk/guidance/check-if-you-can-get-a-guarantee-waiver-for-a-duty-deferment-account-in-great-britain) with your duty deferment account application. However traders that are [not established in the United Kingdom](https://www.gov.uk/guidance/check-if-youre-established-in-the-uk-or-eu-for-customs) are not eligible to apply for a guarantee waiver, and must [guarantee deferment of payments to HMRC](https://www.gov.uk/government/publications/import-and-export-guarantee-deferment-of-payment-to-hmrc-c1201).  If you are not applying for, or cannot apply for, or have not received a guarantee waiver approval, you will need to provide a guarantee from a financial institution that is established in the United Kingdom and regulated by the [Prudential Regulation Authority](https://www.bankofengland.co.uk/prudential-regulation/authorisations/which-firms-does-the-pra-regulate) | | | | | |
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|  | | **WHAT YOU WILL NEED** | | | |
| To complete an application, you will need your business’s:   * [EORI number](https://www.gov.uk/eori) * Name associated with your EORI number * Registered company number (if this applies). In the UK, this will be from Companies House * UK address associated with your EORI number * Correspondence address * VAT number (if this applies) * Company directors’ or officials’ details, including their date of birth * Person responsible for customs authorisations, their details and practical customs experience * Your estimated debt   If you apply for a waiver, you may also need:   * Records of any times when your business has not followed customs or tax rules in the last three years * Financial records | | | | | |
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|  | | **GUARANTEE WAIVERS** | | | |
| **WAIVERS UP TO £ 10,000.00 PER MONTH**  If you are applying for a guarantee waiver of up to £ 10,000.00 per month, you may need to [tell HMRC about your finances](https://www.gov.uk/guidance/tell-hmrc-more-information-if-you-are-applying-for-a-guarantee-waiver-for-duty-deferment-payments-in-great-britain) using form PFS1 if you:   * Do not file accounts at Companies House * File consolidated accounts at Companies House   Authorised Economic Operators for customs (IAEOC and AEOF) do not need to upload a PFS1  **WAIVERS OVER £ 10,000.00 PER MONTH**  You will need to provide [additional information](https://www.gov.uk/guidance/tell-hmrc-more-information-if-you-are-applying-for-a-guarantee-waiver-for-duty-deferment-payments-in-great-britain) about your financial standing using [PFS1 form](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/930903/PFS1.pdf) and provide supporting documents with your application.  Authorised Economic Operators (AEOC and AEOF) do not need to upload a PFS1. | | | | | |
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|  | | **AFTER YOU HAVE APPLIED** | | | |
| **IF YOUR APPLICATION IS APPROVED**  Once you have submitted all the information to HMRC, they will aim to complete your application within 30 working days. If you need to apply for a financial guarantee, this may take longer.  If your application is approved and a Direct Debit is in place, you will get a deferment approval number (DAN). You will need to use this on your import customs declarations or to remove goods from an excise warehouse.  If you do not use your duty deferment account immediately, you will still need to provide your direct debit instruction. HMRC will not be able to activate your account if you do not provide it when you submit your application. This may cause delay in activating your account when you need to use it.  **IF YOUR APPLICATION IS REJECTED**  If your application is rejected, HMRC will inform you of your right to request a review or appeal the decision. | | | | | |
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|  | | **AUTHORISING PORT PARTNERS** | | | |
| You will need to authorise Port Partners to make payments to HMRC on your behalf.  Following these steps to authorise Port Partners:   1. [Manage your account authorities](https://www.tax.service.gov.uk/customs/manage-authorities/manage-account-authorities) 2. You will need to sign in using the government Gateway 3. Click the “ADD AUTHORITY” button 4. Enter Port Partners EORI number: GB291241319000 and click “CONTINUE” 5. Select the account(s) you wish to grant authority for Port Partners to use and click “CONTINUE.” We highly recommend you select both DDA if you have one, and cash account 6. Check the EORI number GB291241319000 has been entered correctly and click “CONTINUE” 7. Select when you want the authority to start and click “CONTINUE.” We recommend you select “Today” 8. Select if you wish to allow Port Partners to view your account balances and click “CONTINUE.” We highly recommend you select YES 9. Enter your details and click “CONFIRM”   Check the details entered are correct, and if satisfied, then click “CONFIRM THIS AUTHORITY AND SUBMIT” | | | | | |
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|  | | **PAYING HM REVENUE AND CUSTOMS** | | | |
| **WHEN YOU MUST PAY: CUSTOMS DUTY AND IMPORT VAT**  You will be required to pay the accumulated import duty and VAT you defer during one calendar month (known as the accounting period) as a total sum, either:   * On the 15th of the next month; or, * On the next working day after if the 15th is not a working day   This means that you can defer the payment of import duties and VAT for between 2 and 6 weeks (An average of 30 days credit)  **WHEN YOU MUST PAY: EXCISE DUTY**  The accounting period for excise runs from the 15th of a month to the 14th of the next month. You must pay either:   * On the 29th of the latter month (or 28th February in non-leap years); or,   **Hold Ctrl & click to return to front page.**   * On the working day before that if the 29th (or 287th February is a non-leap year) is not a working day   **HOW YOU MUST PAY**  You will be required to pay by the BACS system of [Direct Debit](https://www.gov.uk/guidance/set-up-a-direct-debit-for-a-duty-deferment-account) in pounds sterling.  HMRC will arrange for the total amount you defer in the accounting period to be debited automatically on payment day from your bank account and transferred to HMRC bank account. If the amount is over £20 million, you will need to [contact the Duty Deferment Office](https://www.gov.uk/government/organisations/hm-revenue-customs/contact/duty-deferment-scheme-general-enquiries) for information about paying by CHAPS.  **WHAT HAPPENS IF YOUR DIRECT DEBIT FAILS**  HMRC will suspend your account until they receive payment in full, and a valid Direct Debit Instruction. They may also take one or more of the following actions:   * Charge interest on late payments of deferred customs debts; and, * Suspend a duty deferment facility that has outstanding payments; and, * Revoke a duty deferment facility if payments are consistently outstanding. If this happens, you will have the right to appeal against this decision.   **EXCEEDING YOUR DEFERMENT LIMIT**  If you exceed your guarantee or deferment limit in any calendar month, you will not be able to defer any more duties and import VAT for the rest of that month.  All other import duties and VAT would need to be paid immediately by other payment method until either:   * Increase your guarantee and deferment limit, * A new calendar month begins. | | | | | |

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|  | **MAKE CHANGES TO YOUR ACCOUNT** |
| You can apply to have your guarantee and deferment limit changed at any time by asking your guarantor to send an amendment to the existing guarantee.  Find out how to [make changes to your duty deferment account for use in Great Britain only](https://www.gov.uk/guidance/cancel-or-amend-your-duty-deferment-account-in-great-britain). To make changes to your duty deferment account where you have lodged a Customs Comprehensive Guarantee (CCG), you will need to email: [customs comprehensive guarantee team](mailto:customs-comprehensive-guarantee-team.ccto@hmrc.gov.uk%20%3ccustoms-comprehensive-guarantee-team.ccto@hmrc.gov.uk%3e;) or you can write to:  HM Revenue and Customs  Customs Comprehensive Guarantee Team  Ralli Quays  3 Stanley Street  Manchester  M60 9LA  **CHANGES TO YOUR DIRECT DEBIT**  If you transfer your direct debit to another bank, you must send HMRC a new direct debit instruction at least 10 days before your next payment date. You must not cancel your previous direct debit instruction until the new one is in place. | |

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|  | **WHEN YOU MUST CONTACT HM REVENUE AND CUSTOMS** |
| HMRC may suspend your duty deferment facilities if you do not inform them about any of the following changes quickly:   * Your company name changes, * Your address changes, * Your VAT registration number changes, * You stop trading or if your business will be carried on be another legal entity, * You want to close your duty deferment account, | |

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|  | **STATEMENTS** |
| You must [view, print or download your statements](https://www.tax.service.gov.uk/customs/payment-records) from the Customs Declaration Service (CDS)  The statements will tell you:   * About your deferments (including excise duty) at each accounting centres (each entry processing unit location) * The total amount you have deferred so far in the month * When deferment of the duty starts | |

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