

Debt Priority Action Plan for Self-Employed (UK)

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A simple tool to help you decide which debts to prioritise and what actions to take.

1. Debt Inventory Table

Use this table to list all your debts and assess their urgency.

Debt Type	Lender/ Creditor	Amount Owed	Due Date	Priority Level	Consequences of Non- Payment	Notes/ Next Step
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2. What Counts as a Priority Debt?

A priority debt is one where the consequences of not paying are severe — such as losing your home or facing legal action.

Priority Debts (Pay First)	Risk if Ignored
Council Tax	Enforcement agents, court summons
Income Tax / National Insurance	HMRC action, fines, bailiffs
Mortgage / Rent	Repossession or eviction
Utility Bills	Disconnection, court action
Court Fines	Warrants, imprisonment
Child Maintenance	Legal action, benefit deductions

3. Non-Priority Debts

Non-Priority Debts	Typical Risk
Credit cards	Higher interest, CCJs
Overdrafts	Account freezing

QuidSavvy.uk

Personal loans

Default notice, credit score hit

Buy Now Pay Later

Late fees, credit damage

4. Action Planner

Priority Debts – Immediate Actions:

- Contact HMRC to arrange Time to Pay
- Speak to landlord or mortgage lender
- Set up council tax repayment plan
- Seek help from Citizens Advice or StepChange

Non-Priority Debts – Manageable Steps:

- Make minimum credit card payments if possible
- Pause subscriptions / reduce non-essential spending
- Consider asking for payment breaks or reduced payments

5. Weekly Debt Action Log

Week Commencing	Priority Debt Task	Status	Notes
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6. Helpful Contacts

HMRC Payment Support – 0300 200 3822

StepChange Debt Charity – 0800 138 1111 – <https://www.stepchange.org>

Citizens Advice – <https://www.citizensadvice.org.uk>

Business Debtline – <https://www.businessdebtline.org>

[QuidSavvy.uk](https://www.quidsavvy.uk)