



# HM Revenue & Customs

J3198K0085VMBAA0000014167001002 396 000

BIRCHLAND EXECUTIVE PENSION  
SCHEME  
BIRCHLAND  
COLLIERS LANE  
CHARLCOMBE  
BATH  
BA1 8DP

## Debt Management

PAYE  
HMRC  
BX9 1EW



Phone 0300 200 3815  
[www.gov.uk](http://www.gov.uk)

Dear Sir/Madam

Date of issue 20 August 2019  
Reference 475 P Y 00196120

### Your PAYE/NIC debt of £3661.14

Our records show that you owe the above amount. We have contacted you about this debt before and payment is now overdue. You need to pay us now.

You need to pay without further delay. When paying late you need to use the 13-character reference shown above and add 4 numbers to the end of this. The 4 numbers you add should be for the year and the month (YYMM) that the payment is for. The 4 numbers are made up of:

- 2 digits for the tax year, for example '16' for 2015 to 2016, '17' for 2016 to 2017
- 2 digits for the tax month that the payment was due, for example '03' for month 3 (6 June to 5 July)

We expect you to pay on time in future.

If you pay quarterly your payments are due by the 22nd day of the month after the end of the quarter:

Month 3 is due on 22 July for the 6 April to 5 July quarter  
Month 6 is due on 22 October for the 6 July to 5 October quarter  
Month 9 is due on 22 January for the 6 October to 5 January quarter  
Month 12 is due on 22 April for the 6 January to 5 April quarter

If you pay by cheque through the post the deadline is the 19th of the month.

For details of how to pay, go to [www.gov.uk/pay-payee-tax](http://www.gov.uk/pay-payee-tax)

(continued overleaf)

Information is available in large print, audio tape and braille formats.  
Type talk service prefix number - 18001.

You need to act now. We charge interest daily. So the amount you owe will increase until you pay in full. Phone us now if you think that you don't owe this amount. This is your last chance to discuss this debt before we send it to a debt collection agency. They won't be able to discuss the detail of the debt with you.

You can use our online services to see in detail what you've paid us. Your payments should be shown within 7 days. There's no need to contact us if this shows that we've received your payment, as our records will be updated automatically. For more information, go to **[www.gov.uk/pay-online](http://www.gov.uk/pay-online)**

If you have an agent or representative you may wish to show them this letter.

Yours faithfully

Officer of Revenue and Customs



HM Revenue  
& Customs

## Statement of liabilities

BIRCHLAND EXECUTIVE PENSION  
SCHEME

20 August 2019

Reference 475 P Y 00196120

Period ended	Description	Unpaid amount
05 02 2019	PAYE Specified Charge Mth 10 Tax	1207.20 13.18
05 03 2019	PAYE Specified Charge Mth 11 Tax	1207.20 13.18
05 04 2019	PAYE Specified Charge Mth 12 Tax	1207.20 13.18
Total unpaid amount		£ 3661.14

Interest accruing, per day, until payment £ 0.30

▼ If you need to use the payslip, please detach here ▼

ABC



HM Revenue  
& Customs

bank giro credit



ABC

Date \_\_\_\_\_

Cashier stamp

Barclays Bank Plc  
Automated Bulk Credit Clearing  
Account number 60844691 11-47

Account  
HM Revenue and Customs

Paid in by  
BIRCHLAND EXECUTIVE PENSION  
SCHEME

Reference number  
475PY001961201910



For official use



For official use

CASH

CHEQUE

£ 3661.14

25-03-49

IDMS99P

HMRC 07/17

Please do not fold this payslip or write or mark below this line

>366114< 475PY0019612019100< 250349+ 60844691< 73 X