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BIRCHLAND EXECUTIVE PENSION
SCHEME
DAWS HOUSE
33-35 DAWS LANE
MILL HILL
LONDON
NW7 4SD

Debt Management & Banking

Mr E Lewis
Debt Technical Office
Markham House
Markham Road
Chesterfield
S40 1SR

Phone 0845 366 1201**www.hmrc.gov.uk****Date of issue** 26 July 2011**Reference** 475 P 196120

Dear Sir/Madam

PAYE/NIC amount overdue plus interest £8024.94

We wrote to you recently and asked you to pay the amount due or contact us. Our records show that you have done neither.

It is important that businesses pay their tax on time to help pay for the public services that we all rely on. We must collect the money you owe to pay for these services. We can do this by taking your company's assets and selling them at a public auction. Businesses have told us that this is embarrassing for them. And it will cost you more to pay this way because assets usually sell at auction for much less than the price you paid for them.

You can easily stop this happening by paying the full amount due now. You can get information about how to pay at www.hmrc.gov.uk/payinghmrc/payee.htm or you can call one of my team on the number above to pay by debit or credit card. When paying electronically, you must use your 13 character Accounts Office reference. This can be found on the front of your payment booklet or the letter sent in its place.

Please make sure that it reaches the correct account by following the additional guidance at 'Reference checkers' using the link above.

If you have paid this amount recently; thank you, there is no need to call us.

Yours faithfully

Officer of Revenue and Customs



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Statement of liabilities**BIRCHLAND EXECUTIVE PENSION
SCHEME****26 July 2011****Reference 475 P 196120**

Period ended	Description	Unpaid amount
05-04-2011	PAYE/NIC &/or ITSC - Underpayment	
	Tax	7961.00
	Interest To 26-07-2011	63.94

Total unpaid amount	£ 8024.94
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Interest accruing, per day, until payment £ 0.65

Paying HMRC

Please ensure your payment reaches us by the due date.
We recommend the payment methods shown at 1 – 5 below. These are the most secure and efficient

1. Direct Debit



To set up a Direct Debit payment go to www.hmrc.gov.uk and select the appropriate service (for example Self Assessment) from the **do it online** menu.
Login on the **Welcome to Online Services** page and select **Direct Debit payment from the Main menu**.
If you are a new user you will first have to register and enrol for the appropriate service.

2. Direct Payment



Using the internet or phone, provide your bank or building society with the following information to make a Direct Payment:
• payment amount
• sort code 08-32-10
• account name 'HMRC'
• account number 12001020
• your reference as shown on the payslip.
You can pay by Debit or Credit Card over the Internet. Go to www.billpayment.co.uk/hmrc and follow the guidance.

4. Your Bank



If your bank offers this service, take the payslip and payment to any branch of your bank. Any cheque must be drawn on your bank, and made payable to 'HM REVENUE & CUSTOMS ONLY'.
Other banks may refuse to accept payment.

5. Post Office



Take this form with your payment to any participating Post Office.
If paying by cheque, make your cheque payable to 'POST OFFICE LTD'.
The Post Office also accept payment by Debit Card.
If you use this method:
• make your cheque payable to 'HM REVENUE & CUSTOMS ONLY'.
• include your payslip reference after 'HM REVENUE & CUSTOMS ONLY'.
• send the payslip and your cheque, both unfolded, to the Accounts Office (in the return envelope, if provided).
A stamp for the correct postage is required.
If you do not have a return envelope, please send your cheque to:
HM Revenue & Customs Accounts Office
BRADFORD BD98 1YY

6. Post



Using the internet or phone, provide your bank or building society with the following information to make a Direct Payment:
• payment amount
• sort code 08-32-10
• account name 'HMRC'
• account number 12001020
• your reference as shown on the payslip.
You can pay by Debit or Credit Card over the Internet. Go to www.billpayment.co.uk/hmrc and follow the guidance.

Further payment information
You can find further payment information online. Go to www.hmrc.gov.uk and under **quick links** select **Paying HMRC**

Alliance & Leicester **COMMERCIAL BANK** **Trans cash** 
Boote Merseyside CIR 0AA
Payslip  **HM Revenue & Customs** **bank giro credit** 
IDMS99P

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

Please do not write or mark below this perforation

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BIRCHLAND EXECUTIVE PENSION SCHEME

Cashier's stamp and initials

Signature

Date

NATWEST BANK PLC
HEAD OFFICE COLLECTION A/C
HM REVENUE & CUSTOMS

CASH
CHEQUE

57-80-49

HMRC 04/10

IDMS99P

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

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