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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 30 June 2011 Reference 475 P 196120

Dear Sir/Madam

PAYE/NIC amount overdue plus interest £8007.98

As an employer, you are required by law to deduct tax and NICs from your employees' or subcontractors' earnings and to pay this to HMRC by the due date.

You don't seem to have paid the above amount. It is easy to pay if you haven't already done so. You can get information about how to pay at www.hmrc.gov.uk/payinghmrc/paye.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.

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

Yours faithfully

Officer of Revenue and Customs



Statement of liabilities

BIRCHLAND EXECUTIVE PENSION

SCHEME

30 June 2011

Reference 475 P 196120

Period ended

Description

Unpaid amount

05-04-2011

PAYE/NIC &/or ITSC - Underpayment

Tay

7961.00

Interest To 30-06-2011

46.98

Total unpaid amount

£ 8007.98

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.

3. BillPay



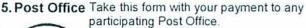
You can pay by Debit or Credit Card over the Internet. Go to www.billpayment.co.uk/hmrc and follow the guidance.

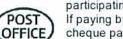
4. Your Bank



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

Other banks may refuse to accept payment.





If paying by cheque, make your cheque payable to 'POST OFFICE LTD'.

The Post Office also accept payment by Debit Card.

6. Post

If you use this method:

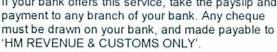


- · make your cheque payable to 'HM REVENUE & CUSTOMS ONLY'
- · include your payslip reference after 'HM REVENUE & CUSTOMS ONLY'
- · send the payslip and your cheque, both unfolded, to the Accounts Office (in the return envelope, if provided). A stamp for the correct postage is required.

If you do not have a return envelope, please send your cheque to:

HM Revenue & Customs Accounts Office BRADFORD BD98 1YY

Further payment information



Go to www.hmrc.gov.uk and under quick links select Paying HMRC

You can find further payment information online.

Please do not write or mark below this perforation

If you need to use the payslip, please detach here

£

IDMS99P

Alliance & Leicester Trans

Payslip



bank giro credit



COMMERCIAL BANK

Reference

Credit account number

Amount due (no fee payable at PO counter)

Bootle Merseyside GIR 0AA

158

24

475PY001961201113A

157 8049

8007.98

CHEQUE ACCEPTABLE

For official use

BIRCHLAND EXECUTIVE PENSION SCHEME

Signature

Date

For official use

NATWEST BANK PLC HEAD OFFICE COLLECTION A/C CASH

CHEQUE

£

IDMS99P

HMRC 04/10

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

HM REVENUE & CUSTOMS

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