

**New Employer Helpline**

0845 60 70 143

For our opening hours go to  
[www.hmrc.gov.uk](http://www.hmrc.gov.uk)

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

**Textphone**

0845 602 1380

475

12 May 2011

**New employer registration and reference numbers**

Thank you for registering with us. We wish you every success in your new role as an employer. You need to **keep this letter** safe as it contains your reference numbers and other important information that you will need.

You have two references you need to use when contacting us about Income Tax and National Insurance contributions (NICs).

**Your accounts office reference is:** 475PY00196120

Use this reference when making payments to your accounts office in Cumbernauld.

**Your Employer PAYE reference is:** 475/ZA58228

Use this reference if you phone one of our helplines, and on any forms or letters you send to your HM Revenue &amp; Customs (HMRC) office.

**Your HMRC office is:**

Customer Operations Employer Office, BP4009, Chillingham House, Benton Park View, Newcastle upon Tyne, NE98 1ZZ.

**Managing your payroll**To help you get started go to [www.businesslink.gov.uk/newemployer](http://www.businesslink.gov.uk/newemployer) where you can download 'Basic PAYE Tools' and the P49 *Paying someone for the first time*.**Email alerts**We strongly recommend that you register for our free employer email alert service. For more information, and to register go to [www.businesslink.gov.uk/hmrcemployeremailalerts](http://www.businesslink.gov.uk/hmrcemployeremailalerts)

If you have any questions or need more help go to the Business Link website or phone our New Employer Helpline. You will find the details at the top of this letter.

**Your employee(s)**

If your employees want to get in touch with us they will need to use the contact information shown below.

**Phone:** 0845 3000 627For our opening hours go to  
[www.hmrc.gov.uk](http://www.hmrc.gov.uk)**Write to:** Customer Operations (East Kilbride)Queensway House  
Stewartfield Way  
East Kilbride  
G79 1AA

## **Starting up a new business?**

### **You may be able to save up to £50,000**

If you start up a new business between 22 June 2010 and 5 September 2013 in:

- Northern Ireland
- Scotland
- Wales, or
- any of these English regions
  - North East
  - North West
  - Yorkshire and Humber
  - East Midlands
  - West Midlands, or
  - South West

the **Regional Employer NICs Holiday for New Businesses** scheme could save you up to £5,000 for each new employee\* you take on.

\*Restricted to the first ten employees you hire during the first twelve months you are in business.

#### **Interested?**

Go to **[www.businesslink.gov.uk/nicsholiday](http://www.businesslink.gov.uk/nicsholiday)** for more information **today**.