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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** 16 August 2011**Reference** 475 P 196120

Dear Sir/Madam

PAYE late filing penalties amount overdue £100.00

As an employer, you are required by law to send us your completed *annual return* (P35 and P14) by 19 May. However, you failed to do so and we have therefore charged you late filing penalties.

It is easy to pay these penalties if you haven't already done so. You can get information about how to pay at www.hmrc.gov.uk/payinghmrc/other/misc.htm or you can call one of my team on the number above to pay by debit or credit card. When paying electronically, please make sure that you use the number that is shown in the reference box on the attached payslip.

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



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Statement of liabilities

BIRCHLAND EXECUTIVE PENSION
SCHEME

16 August 2011

Reference 475 P 196120

Period ended	Description	Unpaid amount
05-04-2011	Initial Penalty-Failure to submit P35	100.00
Total unpaid amount		£ 100.00
Interest accruing, per day, until payment £ 0.00		