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Manor Way Solutions Limited  
C/O PENSION PRACTITIONER .COM  
DAWS HOUSE  
33-35 DAWS LANE  
LONDON  
United Kingdom  
NW7 4SD

Issued by  
AO SHIPLEY  
VICTORIA STREET  
SHIPLEY  
WEST YORKSHIRE  
BD98 8AA

Phone number 01274 539665  
Charge reference XBR00000096609  
Customer reference XA0094827  
Only use this reference if  
you phone or write to us  
Date of issue 26/03/2014

## Payment Reminder

Description of Charge	Period of Charge	Amount payable
PENALTY FOR FAILURE TO SUBMIT PENSION SCHEME RETURN	31/01/2014	£ 100.00
Interest accrued to date (where applicable)		£ 0.00
<b>Total amount due</b>		<b>£ 100.00</b>

Although we have asked you for payment, the amount shown is still outstanding.  
If you haven't paid in full within the last few days, please make the payment now. Where applicable, interest  
will be charged if payment is made late.

Notes on how to pay are shown overleaf.

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

**SAFE PR2** HMRC 10/08

 **Alliance & Leicester** *Trans cash*  
COMMERCIAL BANK  
Bootle Merseyside GIR 0AA

### Payslip

 **HM Revenue  
& Customs**

**bank giro credit** 

158

Reference

XBR00000096609

Credit account number

157 8049

Amount due  
(no fee payable at PO counter)

£ 100.00

CHEQUE ACCEPTABLE

For official use

Manor Way Solutions Limited

Cashier's stamp and initials

Signature

Date

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

CASH

CHEQUE

57-80-49

PR2

HMRC 04/09

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

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## 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](http://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](http://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.

### 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

You can find further payment information online.

Go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) and under *quick links* select *Paying HMRC*

Or you can phone us on

- 01274 530750

Please do not write or mark below this perforation