

030012:00002097:001

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

**HM Revenue & Customs**  
Pension Schemes Services  
Yorke House  
Castle Meadow Road  
Nottingham  
NG2 1BG

Telephone 0845 600 2622

**Charge reference** XBR00000096609  
**Pension Scheme** 00743519RR  
**Tax Reference**  
**Date of Issue** 03/02/2014

## Notice of Penalty Charge & Notice to Pay

Please pay the amount shown below

| Description of Charge                                                                                                | Date of Event | Amount payable  |
|----------------------------------------------------------------------------------------------------------------------|---------------|-----------------|
| Section 257(1) FA2004: failure to comply with a notice under section 250 to make a registered pension scheme return. | 31/01/2014    | £ 100.00        |
| <b>Total amount due</b>                                                                                              |               | <b>£ 100.00</b> |

### How to Appeal

Any appeal should be made in writing and should specify the grounds for the appeal. This should be sent to Pension Schemes Services within 30 days of the date of issue of this notice.

APSS 405

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

HMRC 10/08

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

**Payslip**

 **HM Revenue  
& Customs**

**bank giro credit** 

|                             |                                    |                                                                        |                                                                 |                  |
|-----------------------------|------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------|------------------|
| 158<br>24                   | Reference<br><b>XBR00000096609</b> | Credit account number<br><b>157 8049</b>                               | Amount due<br>(no fee payable at PO counter)<br><b>£ 100.00</b> |                  |
| Manor Way Solutions Limited |                                    |                                                                        | CHEQUE ACCEPTABLE                                               | For official use |
| Signature _____             |                                    | Date _____                                                             |                                                                 | For official use |
|                             |                                    | NATWEST BANK PLC<br>HEAD OFFICE COLLECTION A/C<br>HM REVENUE & CUSTOMS |                                                                 | CASH<br>CHEQUE   |
|                             |                                    | <b>57-80-49</b>                                                        | £                                                               |                  |

APSS 405

HMRC 04/09

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

XBR00000096609 &7241578049 000100005 74 X

## 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