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Date 27 May 2011

MR AND MRS M MEHTA PENSION  
SCHEME  
DAWS HOUSE 33-35 DAWS LANE  
MILL HILL  
LONDON  
NW7 4SD

Accounts Office reference 083PV224393

We are writing to you because our records show that you have not paid your PAYE on time this month. Paying late puts your business at risk of extra costs in the form of penalty charges. You could get a penalty if you pay late more than once in a tax year and you could be charged even more if your payment is late by six months. You can avoid these charges by paying any overdue PAYE now and making sure that all payments are made on time from now on.

In future, if you are unable to pay on time please contact our Business Payment Support Service before the payment date.

You can find more information about:

- how to make a payment [www.hmrc.gov.uk/payinghmrc/paye.htm](http://www.hmrc.gov.uk/payinghmrc/paye.htm)
- penalties [www.hmrc.gov.uk/paye/file-or-pay/payments/deadlines.htm](http://www.hmrc.gov.uk/paye/file-or-pay/payments/deadlines.htm)
- how to contact the Business Payment Support Service  
[www.hmrc.gov.uk/payinghmrc/problems/cantpay.htm](http://www.hmrc.gov.uk/payinghmrc/problems/cantpay.htm)
- setting up email alerts to remind you of approaching payment dates  
[www.businesslink.gov.uk/bdotg/action/keydates](http://www.businesslink.gov.uk/bdotg/action/keydates)

Please pay on time, it makes sense for your business and it helps us.