

RUTHERFORD PENSION PLAN
PENSION PRACTITIONER COM LIMITED
DAWS HOUSE
33-35 DAWS LANE
LONDON
NW7 4SD

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22 March 2011

Your New Employer Pack 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.

Please find enclosed a pack containing an Employer CD-ROM and P49 *Paying someone for the first time*; use these items together to help you get started. There are also some other important forms and guidance in the pack that will help you with your payroll.

You have two references to use when contacting us about Income Tax and National Insurance contributions.

Your Accounts Office reference is: 083PZ00237568

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

Your Employer PAYE reference is: 083/WA55658

Use this reference if you contact one of our helplines for assistance, and on any other forms or letters you send to your HM Revenue and Customs (HMRC) office.

Your HMRC office is:

SEFTON AREA
CUSTOMER OPERATIONS EMPLOYER
BP4009
CHILLINGHAM HOUSE, B
NEWCASTLE
NE98 1ZZ

If you have any questions or need more help you can:

- go to www.hmrc.gov.uk
- look on your Employer CD-ROM
- attend one of our free workshops (you will find more details overleaf), or
- phone one of the other helplines shown overleaf.

Your employee(s)

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

Phone us on: 0845 300 0627, 8.00am to 8.00pm, Monday to Friday and 8.00am to 4.00pm, Saturday

Write to us at: Customer Operations (East Kilbride), Queensway House, Stewartfield Way,
East Kilbride, G79 1AA