
7034827900:00011039:001 901/00

SPM SSAS
33-35 DAWS LANE
MILL HILL
LONDON
NW7 4SD**Date of issue**
05 February 2017**Income Tax year**
2017/18**Quarter ending**
05/JAN/2018

Accounts Office reference 475PM00839987

Change from quarterly to monthly payer**If you're already making monthly PAYE payments - please continue to pay monthly.**

We carry out regular reviews to make sure that payments are being made at the correct frequency. You need to start making payments of PAYE to us monthly, if you haven't already done so.

Employers who, over the course of a tax year, expect their average monthly PAYE payment will be less than £1,500 (less than £18,000 for the full tax year) can make PAYE payments quarterly. Our records show that your average PAYE payments, which includes Income Tax, National Insurance contributions, Student Loan deductions and Construction Industry Scheme (CIS) deductions have exceeded this limit. Because of this, you need to start making monthly payments from the next payment due after the date of this letter.

If you pay electronically, your **cleared payment** must reach our bank account **no later than the 22nd** of the month following the end of the tax month that it relates to.

If you pay by post, your cheque must reach us **no later than the 19th** of the month following the end of the tax month that it relates to.

For more information on how and when to pay, go to www.gov.uk/pay-payee-tax

Late payment interest and penalties

Please make sure your PAYE payments are paid on time and in full. We may charge interest and a penalty for any late payments. For more information about late payment interest and penalties, go to www.gov.uk/running-payroll/paying-hmrc