



HM Revenue  
& Customs



TECH STEP DEVELOPMENT PENSION  
PENSION PRACTITIONER  
DAWS HOUSE  
33-35 DAWS LANE  
LONDON  
NW7 4SD

049231112100006  
13061000



For more information, go to  
[www.gov.uk/payee-for-employers](http://www.gov.uk/payee-for-employers)

**New Employer Helpline**  
0300 200 3211

For our opening hours go to  
[www.gov.uk/hmrc/contact](http://www.gov.uk/hmrc/contact)

**Textphone**  
0300 200 3212

**Your HMRC office is**  
Pay As You Earn and Self-Assessment  
HM Revenue & Customs  
BX9 1AS

05/05/2017

### **Keep this letter safe – it includes your employer registration and reference numbers**

You have 2 references you need to use when contacting us about Income Tax and National Insurance contributions (NICs). This is the only correspondence you will receive to advise you of these references.

**Your Employer PAYE reference is: 475/RB60636**

Use this reference if you phone one of our helplines (except the Payment Enquiry Helpline), and on any forms or letters you send to the Employer Office.

**Your 13 character accounts office reference is: 475PQ01114803**

Use this reference when you make PAYE payments or contact the Payment Enquiry Helpline, your accounts office or debt management office.

### **Managing your payroll and sending information to HMRC**

To help you get started, go to [www.gov.uk/payee-for-employers](http://www.gov.uk/payee-for-employers) where you can find more information about PAYE and sending information to us. You can also contact the New Employer Helpline on 0300 200 3211.

Whether you choose to operate your payroll yourself or use an accountant, bookkeeper or payroll bureau, details need to be sent to us every time an employee is paid on or before the time they are paid. As an employer, you're legally responsible for completing all PAYE tasks - even if you pay someone else to do them. This information needs to be sent using payroll software which allows it to be sent to us as part of the routine payroll process. To find a series of guides written to support employers in running their payroll, go to [www.gov.uk/business-tax/payee](http://www.gov.uk/business-tax/payee)

As an employer operating PAYE, there are certain tasks you need to complete each month. For more information on running a payroll please see [www.gov.uk/running-payroll](http://www.gov.uk/running-payroll)

### **Paying your PAYE electronically**

Electronic payment methods are the most secure and efficient ways to pay us.

Your cleared payment must reach our bank account no later than the 22nd of the month following the end of the tax month or quarter to which it relates. Make sure you initiate payment early enough for cleared funds to reach us in time.

Please use the details and guidance link shown overleaf to make sure your payment reaches HMRC on time with the correct PAYE reference and, if needed, the tax year and tax month the payment is for.

Payment Amount	As appropriate
Account Name	HMRC Cumbernauld
Account Number	12001039
Sort Code	08 32 10
Account Office Reference	475PQ01114803

For more information, go to [www.gov.uk/pay-pay-tax](http://www.gov.uk/pay-pay-tax)

### **Possible scheme closure**

Your PAYE scheme may be automatically closed without prior notice from us if there have been no submissions or information sent within 120 days of registration. If this happens we will write to you and let you know.

### **NICs Employment Allowance**

You may be able to claim a reduction of up to £3000 each year from your employer Class 1 National Insurance contributions liability by claiming the Employment Allowance. To check your eligibility for the Employment Allowance, go to [www.gov.uk/claim-employment-allowance](http://www.gov.uk/claim-employment-allowance)

### **Email alerts and employer educational products**

For more information on a variety of help and support go to [www.gov.uk/government/news/webinars-emails-and-videos-on-employing-people](http://www.gov.uk/government/news/webinars-emails-and-videos-on-employing-people)

We strongly advise you register to get an email alert when new information is available. Webinars are a new way of learning about your payroll, our presentations cover a wide range of topics.

You can also follow HMRC's main and BC&S Twitter feeds (@HMRCgovuk and @HMRCbusiness) where we are putting out lots of messaging around what employers should be doing and why.

### **Your employee(s)**

We hear from employers that their payroll departments are often the first point of contact for employees with questions about their tax. Your employees will now find the answers to many of their tax queries in their own Personal Tax Account.

To get started, they can go to [www.gov.uk/personal-tax-account](http://www.gov.uk/personal-tax-account) and click 'start now'.



## Need help?

Go to online guidance at  
[www.gov.uk/business-tax/paye](http://www.gov.uk/business-tax/paye)

### Budget information

In his Budget on 8 March 2017 the Chancellor did not announce any changes to the 2017 to 2018 Income Tax allowances, Income Tax rates or bandwidths. Please use the tax tables or payroll software applicable from 6 April 2017 and make sure that you have updated your employees' tax codes, as explained in the P9X(2017) Tax codes to use from 6 April 2017.

This information is confirmed in the P7X(2017) Tax codes to use following the budget, to find out more, go to [www.gov.uk/government/publications/p7x-tax-codes-to-use-following-the-budget](http://www.gov.uk/government/publications/p7x-tax-codes-to-use-following-the-budget)

### Basic PAYE Tools

If you use the Basic PAYE Tools, you need to check that you are using the latest version. To find out how, go to [www.gov.uk/basic-payee-tools](http://www.gov.uk/basic-payee-tools)

### Employer Bulletin – April 2017

The Employer Bulletin for April 2017 is now available online. To download the Employer Bulletin in PDF format, go to [www.gov.uk/government/publications/hmrcs-employer-bulletin](http://www.gov.uk/government/publications/hmrcs-employer-bulletin)

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- go to [www.gov.uk/government/news/webinars-emails-and-videos-on-employing-people](http://www.gov.uk/government/news/webinars-emails-and-videos-on-employing-people)
- for welsh language information, go to [www.gov.uk/cymraeg](http://www.gov.uk/cymraeg)

### Accessing guidance and forms

We expect most employers to access guidance and forms online. This is the fastest and easiest way to get the information and resources you need to run your payroll. If exceptionally, you can't download these materials and need paper copies, phone our Employer Orderline on 0300 123 1074.