

030001:00002426:001

Tech Step Limited  
c/o Pension Practitioner .Com  
Daws House  
33-35 Daws Lane  
London  
United Kingdom  
NW7 4SD

**HM Revenue and Customs**  
Pension Schemes Services  
FitzRoy House  
Castle Meadow Road  
NOTTINGHAM  
NG2 1BG

Telephone 0300 123 1079

Charge reference XVR00000122369  
Pension Scheme 00770581RS  
Tax Reference  
Date of Issue 03/02/2017

## 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.	31/01/2017	£ 100.00
Total amount due		£ 100.00

### 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 11/15

**Trans  
cash****Payslip****bank giro credit****ABC**

Reference

XVR00000122369

Credit account number

225 0357

Amount due  
(no fee payable at PO counter)

£ 100.00

CHEQUE ACCEPTABLE

For official use

Tech Step Limited

Signature

Date

25-03-57

Barclays Bank Plc  
Automated Bulk Credit Clearing  
HM Revenue and Customs  
Account number 63464695  
11-47

CASH  
CHEQUE

£

APSS 405

HMRC 07/15

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

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## Paying HMRC

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### Secure and efficient ways to pay

Make sure you pay us by the deadline.

#### Direct Debit

To set up a Direct Debit payment, go to [www.gov.uk/pay-tax-direct-debit](http://www.gov.uk/pay-tax-direct-debit) and follow the instructions.

#### Bank details for online or telephone banking, CHAPS, Bacs

You can make a transfer from your bank account by Faster Payments, CHAPS or Bacs. Use sort code 08-32-10, account number 12001020 and account name 'HMRC Shipley'.

Your payment reference is XVR00000122369.

#### By debit or credit card online

Go to [www.gov.uk/pay-tax-debit-credit-card](http://www.gov.uk/pay-tax-debit-credit-card) and follow the instructions.

#### At your bank or building society

Take your payslip to your branch and pay by cash or cheque.

Make cheques payable to 'HM Revenue and Customs only' followed by your payment reference XVR00000122369.

#### At the Post Office

Take your payslip to any participating Post Office and pay by debit card, cash or cheque made payable to 'Post Office Ltd'.

### Other ways to pay

#### By cheque through the post

Make your cheque payable to 'HM Revenue and Customs only' followed by your payment reference XVR00000122369.

Send your payslip and cheque to:  
HM Revenue and Customs  
Direct  
BX5 5BD

Don't fold either the payslip or the cheque or fasten them together.

### Payment questions?

For further payment information, go to [www.gov.uk/dealing-with-hmrc/paying-hmrc](http://www.gov.uk/dealing-with-hmrc/paying-hmrc)

Or phone us on 0300 200 3835 if you can't pay your tax bill on time.