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TRADPIN CONSTRUCTION LIMITED  
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31 May 2012

Employer PAYE reference 475/TA61762

**Outstanding Employer Annual Return: you need to act now to  
minimise or avoid penalties**

We wrote to you (or your agent if you have one) in early May to remind you to file your Employer Annual Return (P35/P14s) for 2011-12 by 19 May 2012.

You may have already incurred a penalty if you haven't sent us the return or you have no return to make but have not told us.

You need to **act now** and file your return by 19 June to stop the penalty increasing. For further information, go to [www.hmrc.gov.uk/payeeannualreturn](http://www.hmrc.gov.uk/payeeannualreturn) If you have an agent, please show this letter to them.

- If a return is due and you have not submitted one, you need to file it now.
- If you have already filed your return online, check you have submitted it correctly. For example, if you have sent the return in *test mode* rather than *live mode* you will have received an acknowledgement but we won't have updated the employer record. You must send us the actual Employer Annual Return using *live mode*. To find out the status of your submission, go to [www.hmrc.gov.uk/payeeannualreturn](http://www.hmrc.gov.uk/payeeannualreturn) and follow the guidance *Acceptance and rejection messages when you file online*.
- If you have no return to make because you didn't have to keep any P11 *Deductions Working Sheets* in the year, you still need to tell us. Go to [www.hmrc.gov.uk/payeeannualreturn](http://www.hmrc.gov.uk/payeeannualreturn) and follow the guidance *Notifying HMRC if you have no Employer Annual Return to make*.

The penalty is £100 for every 50 (or fewer) employees, for each month (or part month) the return is late. When you submit your return we will send you a penalty calculation up to the date we got the return. If the return remains outstanding we will write to you again in September (covering four months, that is a £400 penalty), January (covering a further four months) and then May (a further four months charge, that is a £1200 penalty in total).