



HM Revenue & Customs

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REGISTERED SCHEME
ADMINISTRATORS LIMITED
UNIT 12, VENTURE WALES
MERTHYR TYDFIL INDUSTRIAL
PARK, PENTREBACH
MERTHYR TYDFIL
CF48 4DR



Paying your PAYE/NIC

Phone 0300 200 3819
www.gov.uk

Date of issue 8 July 2020
Reference 120 P B 01507239

Dear Sir/Madam

Paying the tax you owe after Coronavirus

COVID-19 (Coronavirus) has damaged the UK economy, so we need to collect tax debts to help it recover and fund vital public services. But we know that COVID-19 may have affected your financial situation too, so we want to work with you.

You should pay now if you can afford to. If you can't pay now, we want to help you find a way of paying that you can afford. Paying now will help you to manage your tax payments in the future.

If you can pay now

You'll find everything you need to pay online:

- Go to GOV.UK and search 'paying HMRC'.
- Select the tax type you need to pay and follow the step by step instructions - please make sure you use the right reference for each type of tax.

You'll need your Government Gateway user ID and password. If you don't have an ID and password, you can create them as part of this process. You can also retrieve a forgotten user ID or password.

If you cannot pay now

We're here to help you. Please phone us now on 0300 200 3819 to talk about it with one of our customer support advisers. They will work with you to explore payment options that you can afford – for instance, through a payment plan where you can pay it over time in instalments.

(continued overleaf)

Information is available in large print, audio tape and braille formats.
Type talk service prefix number - 18001.

Millions of customers affected by COVID-19 have already taken up financial support. For more information on the range of support available, go to [GOV.UK](https://www.gov.uk) and search 'tax support for business coronavirus'.

If you have someone that helps you with your tax affairs, please show them this letter.

Yours faithfully

Officer of Revenue and Customs

HMRC may use SMS text messages to contact you. Our messages will not include or ask for any personal or financial information. If you receive an SMS claiming to be from HMRC and you're not sure if it's genuine, go to [GOV.UK](https://www.gov.uk) and search 'genuine HMRC contact'.