



# HM Revenue & Customs

J21CA700MGDMCA0000058507001002 389 000

REGISTERED SCHEME  
ADMINISTRATORS LIMITED  
VENTURE WALES  
PENTREBACH  
MERTHYR TYDFIL  
CF48 4DR

DM PAYE  
HM Revenue and Customs  
BX9 1EW



Phone 0300 200 3819  
[www.gov.uk](http://www.gov.uk)

Date of issue 7 October 2022  
Reference 120 P B 01507239

Dear Sir/Madam

**Please pay now £1213.00**

Our records show we still haven't received payment or agreed a payment plan with you.

We know that many of our customers are facing financial difficulties due to the Coronavirus (COVID-19) pandemic, and we're here to help if you need to discuss how to pay your overdue amount.

You must pay in full now or contact us if you can't pay.

### **Please pay now**

You'll find everything you need online:

- go to **GOV.UK** and search 'paying HMRC'
- go to the PAYE guidance and follow the instructions.

Please make sure you use the right reference for each amount due. We may need to contact you again if you use the wrong reference.

### **If you can't pay now**

It's important that you contact us now if you can't pay. If you don't act now, it could cost you more money. We're here to help you.

Please call us on 0300 200 3819 to talk to one of our customer support advisers.

They'll work with you to explore payment options that you can afford – for example, through a payment plan where you can pay over time in instalments.

(continued overleaf)

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

When you call, you'll need to have details of your income and expenditure so we can make sure your payments are affordable.

**If you don't pay or contact us**

We can take action to collect what you owe, but we only do this as a last resort. This could mean passing your case to a debt collection agency who will contact you about paying.

Alternatively, this could mean a visit from an HMRC officer to discuss your ability to pay and any support available. We want to work with you to find a way to pay – please contact us now.

For more information, go to **GOV.UK** and search 'if you do not pay your tax bill'.

**If you've already paid**

If you've paid within 6 business days of the date of this letter, and your reports are up to date, thank you. You don't need to contact us if your online account shows your business tax is up to date.

You only need to tell us if the information in your business tax account is different to your own records. If it is, please tell us how you paid, how much and when.

For more information, go to **GOV.UK** and search 'fix problems with running payroll'.

If you have someone who helps you with your tax affairs, you may want to show them this letter.

Yours faithfully

Officer of Revenue and Customs

**A word about scams**

We're aware of an increase in scam emails, calls and texts. If someone gets in touch claiming to be from HMRC, saying that you can claim financial help or that you're owed a tax refund, and asks you to click on a link or to give information such as your name, credit card or bank details, please don't respond. You can forward suspicious emails claiming to be from HMRC to [phishing@hmrc.gov.uk](mailto:phishing@hmrc.gov.uk) and texts to 60599.



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& Customs

## Statement of liabilities

7 October 2022

REGISTERED SCHEME  
ADMINISTRATORS LIMITED

Reference 120 P B 01507239

Period ended	Description	Unpaid amount
05 08 2022	PAYE Underpayment Mth 4	1203.24
	Tax	9.76
	Interest To 07 10 2022	
		£ 1213.00

Total unpaid amount

Interest accruing, per day, until payment £ 0.13



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