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BIRCHLAND EXECUTIVE PENSION  
SCHEME  
DAWS HOUSE  
33-35 DAWS LANE  
MILL HILL  
LONDON  
NW7 4SD

**Debt Management and Banking**

Helen Bilbao  
HMRC  
DMB 422  
BX5 5AB

Dear Sir/Madam

Phone 0300 200 3817  
[www.hmrc.gov.uk](http://www.hmrc.gov.uk)

Date of issue 16 May 2014

Reference 475 P Y 00196120

**Notice to pay 2013-14 amount due £7890.57**

Our records show you have not paid the full amount due on the attached Statement of Liabilities.

The Statement shows that one or more of the following are due:

- Underpayments – this is where you have not paid enough based on your Real Time Information (RTI) submissions for Pay As You Earn (PAYE).
- Specified charges - these are amounts we have estimated to be due when we have not received the necessary RTI PAYE submissions. We base these on your previous filing and payment history. We do this under Regulation 75A Income Tax (Pay As You Earn) Regulations 2003.
- Outstanding Construction Industry Scheme (CIS) payments or outstanding advance amounts.

If the Statement shows you have a specified charge then you must pay this now and send us up to date submissions straightaway to:

- Tell us what you have paid your employees.
- Tell us about any deductions you want to make (for example, recovery of statutory payments).
- Tell us if you haven't paid anyone in a tax period.

You must pay the full amount due within seven days of the date of this letter.

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

**If you do not pay or contact us we will take further action to collect the money you owe. We can recover the debt by taking your possessions and selling them at public auction, as the law allows.**

To stop this happening please call **0300 200 3817** to pay by debit or credit card or go to **[www.hmrc.gov.uk/payerti/index.htm](http://www.hmrc.gov.uk/payerti/index.htm)**

When paying us late electronically you need to give us the year and month your payment relates to so that we can correctly allocate it. To do this use your 13 character reference shown above and add 4 additional characters for the year and month as shown on the reference checker at **[www.hmrc.gov.uk/tools/payinghmrc/paye-index.htm](http://www.hmrc.gov.uk/tools/payinghmrc/paye-index.htm)**

Yours faithfully

Officer of Revenue and Customs

## Statement of liabilities

BIRCHLAND EXECUTIVE PENSION  
SCHEME

16 May 2014

Reference 475 P 196120

Period ended	Description	Unpaid amount
05-03-2014	PAYE Specified Charge Tax	7890.57

Total unpaid amount £ 7890.57

Interest accruing, per day, until payment £ 0.00

▼ If you need to use the payslip, please detach here ▼

IDMS99P



*Trans  
cash*

**Payslip**



**bank giro credit**

158

Reference

475PY0019612014110

Credit account number

157 8049

Amount due  
(no fee payable at PO counter)

£ 7890.57

CHEQUE ACCEPTABLE

For official use

BIRCHLAND EXECUTIVE PENSION  
SCHEME

Signature

Date

**NATWEST BANK PLC**  
COLLECTION A/C  
**HM REVENUE & CUSTOMS**

CASH

CHEQUE

£

57-80-49

IDMS99P

HMRC 12/13






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

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## Paying HMRC

Please ensure your payment reaches us by the due date.

**We recommend the payment methods shown at 1 – 5 below. These are the most secure and efficient**

<b>1 Direct Debit</b>  To set up a Direct Debit payment go to <b>www.hmrc.gov.uk/login</b> then go to log in or sign up for the appropriate online service.	<b>5 Post Office</b> Take the payslip with your payment to any participating Post Office. If paying by cheque, make your cheque payable to 'POST OFFICE LTD'. The Post Office also accept payment by debit card.
<b>2 Direct Payment</b>  Using the internet or phone, provide your bank or building society with the following information to make a Direct Payment: <ul style="list-style-type: none"> <li>• payment amount</li> <li>• sort code 08-32-10</li> <li>• account name 'HMRC'</li> <li>• account number 12001020</li> <li>• your reference as shown on the payslip.</li> </ul>	<b>6 Post</b>  If you use this method: <ul style="list-style-type: none"> <li>• make your cheque payable to 'HM REVENUE &amp; CUSTOMS ONLY' followed by your payslip reference</li> <li>• send the payslip and your cheque, both unfolded, to HM Revenue &amp; Customs (in the return envelope, if provided). A stamp for the correct postage is required.</li> </ul> If you do not have a return envelope, please send your cheque to: HM Revenue & Customs, BRADFORD BD98 1YY
<b>3 BillPay</b>  Pay online using your debit or credit card. Go to <b>www.billpayment.co.uk/hmrc</b> and follow the guidance.	<b>Further payment information</b> You can find further payment information online. Go to <b>www.hmrc.gov.uk/payinghmrc</b>
<b>4 Your Bank</b>  If your bank offers this service, take the payslip and payment to any branch of your bank. Any cheque must be drawn on your bank, and made payable to 'HM REVENUE & CUSTOMS ONLY'. Other banks may refuse to accept payment.	

Please do not write or mark below this perforation