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

Debt Management & Banking

Mr E Lewis
Debt Technical Office
Markham House
Markham Road
Chesterfield
S40 1SR

Phone 0845 366 1201**www.hmrc.gov.uk****Date of issue** 24 May 2012**Reference** 475 P 196120

Dear Sir/Madam

Please pay £7983.83

Our records show that you have an overdue payment, detailed on the enclosed statement of liability. We have also noticed that we previously had to take steps to enforce a similar payment from your business. We check our records for evidence of repeated non-payment.

As a result, we will be treating this payment as a priority, and we will be checking how long it takes for you to respond to this letter.

Please call **0845 366 1201** now. You can pay by debit card, credit card, or Direct Debit. You can also pay using internet and telephone banking. For more information on how to pay, go to www.hmrc.gov.uk/payinghmrc

When paying electronically you must use the number that is shown in the reference box on the attached payslip(s). Additionally you will need to follow the guidance at www.hmrc.gov.uk/payinghmrc/referencechecker.htm to make sure your payment reaches the correct account.

If you don't accept that this amount is overdue, call us on the number above.

Please act now unless you have recently paid in full.

Yours faithfully

Officer of Revenue and Customs



BIRCHLAND EXECUTIVE PENSION
SCHEME

Reference 475 P 196120

Statement of liabilities

24 May 2012

Period ended	Description	Unpaid amount
05-04-2012	PAYE/NIC &/or ITSC - Underpayment	
	Tax	7961.00
	Interest To 24-05-2012	22.83
Total unpaid amount		£ 7983.83
Interest accruing, per day, until payment £ 0.65		

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

1. Direct Debit



To set up a Direct Debit payment go to www.hmrc.gov.uk and select the appropriate service (for example Self Assessment) from the *do it online* menu.

Login on the *Welcome to Online Services* page and select *Direct Debit payment* from the *Main menu*.

If you are a new user you will first have to register and enrol for the appropriate service.

2. Direct Payment



Using the Internet or phone, provide your bank or building society with the following information to make a Direct Payment:

- payment amount
- sort code 08-32-10
- account name 'HMRC'
- account number 12001020
- your reference as shown on the payslip.

3. BillPay



You can pay by Debit or Credit Card over the Internet. Go to www.billpayment.co.uk/hmrc and follow the guidance.

4. Your Bank



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.

5. Post Office



Take this form 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.

6. Post



If you use this method:

- make your cheque payable to 'HM REVENUE & CUSTOMS ONLY'
- include your payslip reference after 'HM REVENUE & CUSTOMS ONLY'
- send the payslip and your cheque, both unfolded, to the Accounts Office (in the return envelope, if provided). A stamp for the correct postage is required.

If you do not have a return envelope, please send your cheque to:

HM Revenue & Customs Accounts Office
BRADFORD BD98 1YY

Further payment information

You can find further payment information online.

Go to www.hmrc.gov.uk

and under *quick links* select *Paying HMRC*

Please do not write or mark below this perforation

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

IDMS99P

Alliance & Leicester *Trans cash*
COMMERCIAL BANK
Bootle Merseyside GIR 0AA

Payslip

 **HM Revenue
& Customs**

bank giro credit



158

Reference

475PY001961201213A

Credit account number

157 8049

Amount due
(no fee payable at PO counter)

£ 7983.83

CHEQUE ACCEPTABLE

For official use

BIRCHLAND EXECUTIVE PENSION
SCHEME

57-80-49

Signature

Date

NATWEST BANK PLC

HEAD OFFICE COLLECTION A/C

HM REVENUE & CUSTOMS

CASH

CHEQUE

£

IDMS99P

HMRC 04/10

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

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