Government Gateway

02/IR-PAYE
The Company Secretary
DANDYFORD
C/O Pension Practitioner
Daws House
33-35 Daws Lane
LONDON NW7 4SD

0220532101\03672
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Your Ref: IR-PAYE

PAYE for Employers Activation Code

Dear Company Secretary

The service must be activated within 28 days of the date of this letter or the Activation Code will expire and you will have to repeat the enrolment process.

P Birch Contracting Limited has enrolled to use the PAYE for Employers service on behalf of your organisation. Before this service can be used, it must be activated using the code contained in the sealed area at the bottom of this letter.

If they are authorised to use this service, please ensure that they receive this letter as soon as possible and ask them to follow the instructions below. If they are not authorised to be enrolled on behalf of your organisation please telephone the PAYE for Employers Helpline on 0300 200 3600 for assistance.

You may be able to activate the service on the site where you enrolled by following the on screen instructions.

Alternatively, you can activate the service at the Government Gateway as shown opposite.

Note: If you have enrolled for multiple online services, you will receive a different Activation Code for each service and the process should be repeated. This code can only be used to activate this service.

If there are any problems activating this service, please telephone the **PAYE for Employers** Helpline on **0300 200 3600**.

www.gateway.gov.uk

Date: 20th April 2017

ACTIVATE YOUR PIN

1. Visit **www.gateway.gov.uk** and select "Enter the Gateway".

2. **Log in** using your User ID and Password or your digital certicate.

3. On the Your Services Page select the relevant service to be activated.

4. Enter this Activation Code. The code will not be needed again and can be discarded.

Your Activation Code:
(Once service activated discard)

F4N33PX6255Q

Patent Pending App 1021061.5/13.12.10
Applicant Adare Ltd

Thank you for using the Government Gateway.

Have you tried?
www.gov.uk
The best place to find government services and information