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Private and Confidential
the Trustees of Jam 300 Ssas
Cranfords
48 Chorley New Road
Bolton
BL1 4AP



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13 February 2019

Dear the Trustees of Jam 300 Ssas

Due to: HM Revenue & Customs**Amount Due:** £181.00**Acc No:** IDS0003769037**Payment Ref:** 17789056

Payment of the above Value Added Tax (VAT) debt was recently requested by HM Revenue and Customs (HMRC).

CCSCollect is a licensed debt collection agency working with HMRC to collect tax debts and we have now been instructed to recover the full amount due to them. You can verify CCSCollect's authority to act by visiting the HMRC website www.hmrc.gov.uk/payinghmrc/debtcollectors

We request that you make payment immediately. You can pay by debit or credit card online at www.ccscollect.co.uk or by using one of the methods stated overleaf. If you are unable to pay in full, please contact one of our customer service agents on 020 8665 4914, who will assess your financial situation and work with you to agree a suitable payment plan.

Interest is applied to any VAT arrears that are paid late from the due date until the account is clear. You must pay the amount due now to us and any remaining interest will be calculated and collected separately by HMRC.

Please note that if you do not pay in full or if we do not hear from you, a HMRC Enforcement Officer may visit the company's premises and seize goods as the law allows. Alternatively, HMRC may commence legal proceedings.

We recommend that you resolve this matter as a matter of urgency.

Yours sincerely

Sam Selby
Collections Department

Calls may be recorded for training and quality control purposes

Instructions to your Bank or Building Society to pay by Direct Debit



The Direct Debit Guarantee

This guarantee is offered by all banks and Building Societies that take part in the Direct Debit Scheme.

The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society. If the amounts to be paid or the payment date changes, you will be told of this within 7 working days.

If an error is made by Commercial Collection Services or your Bank or Building Society, you are guaranteed full and immediate refund from your branch of the amount paid.

You can cancel the Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.



Please fill in the whole form and send to: Commercial Collection Services Ltd, 797 London Road, Thornton Heath, Surrey CR7 6YY

Originator's Identification Number

9 1 3 7 0 1

1. Name and full postal address of your Bank or Building Society

To: The Manager
..... Bank or Building Society
Address.....
..... Postcode

4. Bank/Building Society Account number

.....

5. Reference Number (Refer to CCS Letter)

.....

6. Instructions to your Bank or Building Society

Please pay Commercial Collection Services Ltd Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Commercial Collection Services Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

2. Name(s) of Account Holder(s)

3. Branch Sort Code (from the top right hand corner of your cheque)

.....

.....

Bank and Building Societies may not accept Direct Debit Instructions for some types of accounts

To be detached by CCS LTD before the Direct Debit Instruction is sent back to the Bank or Building Society.

7. PAYMENT DAY - I/We wish to pay MONTHLY on

.....

or just after this day (e.g. 1st)

8. PREFERRED PAYMENT AMOUNT

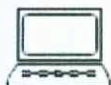
£

(Please cut along this line) ↓

PAYMENT METHODS



Please be advised payments made by credit card may be subject to interest charges made by your credit card provider.



WEB – go to www.ccscollect.co.uk and pay online.



ONLINE BANKING – CCSCollect account number: 61562134, sort code: 40-05-01
Quoting your payment reference.



CALL US TODAY – 020 8665 4914 – To pay by card or set up a direct debit
Opening times: Monday – Thursday 8am – 8pm, Friday 8am – 6pm, Saturday 9am – 1pm
Phone calls will be charged at local rate.



AT ANY POST OFFICE/BANK – use the bank giro slip attached to this letter or call us to request one.



BY POST – send cheque, postal order, bank draft or completed direct debit mandate payable to CCSCollect, PO Box 2084, Thornton Heath, CR7 6WA



PAYZONE – pay at any Payzone outlet by presenting the barcode printed on the front of this letter.
Please retain the barcode for future payments.

HELP AND ADVICE

If you are experiencing serious financial problems, we recommend that you seek help. You can contact the following non-profit making organisations for free, confidential and impartial advice. Call charges may vary:

Citizens Advice:

www.citizensadvice.org.uk

Stepchange Debt Charity:

www.stepchange.org
0800 138 1111

National Debtline:

www.nationaldebtline.co.uk
0808 808 4000

CCSCollect is a member of the Credit Services Association and fully observes the CSA Code of Practice. CCSCollect also adheres to any relevant sections of the Banking Code:

