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



982616610100001778905608

26 February 2019

Dear the Trustees of Jam 300 Seas

Due to: HM Revenue & Customs

Amount Due: £181.00

Acc No: IDS0003769037

Payment Ref: 17789058

Despite previous requests for payment we still haven't heard from you regarding payment of the above outstanding Value Added Tax (VAT) debt. We have not been made aware of any reason as to why this remains unpaid.

Non-payment of H M Revenue & Customs VAT is an offence under the Value Added Tax Act 1994 and may result in the following enforcement action being taken against the business:

- A HMRC Enforcement Officer may visit the business' premises and seize goods as the law allows.
- HMRC may start court proceedings to recover the unpaid amount. You may have to pay court fees and HMRC's costs as well as the tax owed.
- Ultimately, HMRC may apply to the court for a winding up order / bankruptcy order as appropriate.

To avoid the possibility of enforcement action by HMRC, it is important that you contact us immediately to tell us how this will be paid. If you are unable to pay in full, we may be able to agree a payment plan based on your current financial circumstances and within our client's payment time guidelines.

Please call us now on 020 8665 4914 to confirm how payment of this debt will be made. Payment methods are detailed overleaf.

Yours sincerely,

Sam Selby
Collections Department

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 amount 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 6TY

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)

Pay by credit card

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

