



HM Revenue & Customs

MICRON PRECISION (BRIXWORTH) LTD
MICRON 1996 EXECUTIVE PENSION SCHEME
MICRON PRECISION (BRIXWORTH)
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NEWPORT
BERKELEY
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For more information, go to
www.gov.uk/pay-for-employers

New Employer Helpline

0300 200 3211

For our opening hours go to
www.gov.uk/hmrc/contact

Textphone

0300 200 3212

Your HMRC office is

PT Operations North East England
HM Revenue and Customs
BX9 1BX

21 Mar 2022

Keep this letter safe – it includes your employer reference numbers

You have 2 references you need to use when contacting us about Income Tax and National Insurance contributions (NICs). This is the only correspondence you will receive to advise you of these references.

Your Employer PAYE reference is:

475/VE43866

Use this reference if you phone one of our helplines (except the Payment Enquiry Helpline), and on any forms or letters you send to the Employer Office.

Your 13 character Accounts Office reference is: **475PH01622216**

Use this reference when you make PAYE payments or contact the Payment Enquiry Helpline, your accounts office or debt management office.

Managing your payroll and sending information to HM Revenue and Customs

To help you get started, go to www.gov.uk/pay-for-employers where you can find more information about PAYE and sending information to us. You can also contact the New Employer Helpline on 0300 200 3211.

Whether you choose to operate your payroll yourself or use an accountant, bookkeeper or payroll bureau, details need to be sent to us every time an employee is paid on or before the time they are paid. As an employer, you're legally responsible for completing all PAYE tasks - even if you pay someone else to do them. This information needs to be sent using payroll software which allows it to be sent to us as part of the routine payroll process. To find a series of guides written to support employers in running their payroll, go to www.gov.uk/business-tax/payee

As an employer operating PAYE, there are certain tasks you need to complete each month. For more information on running a payroll, go to www.gov.uk/running-payroll

Paying your PAYE electronically

Electronic payment methods are the most secure and efficient way to pay us.

Your cleared payment must reach our bank account no later than the 22nd of the month following the end of the tax month or quarter to which it relates. Make sure you initiate payment early enough for cleared funds to reach us in time.

Please use the details and guidance link overleaf to make sure your payment reaches us on time with the correct Accounts Office reference and, if needed, the tax year and tax month the payment is for.

| | |
|--------------------------|------------------|
| | As appropriate |
| Payment amount | HMRC Cumbernauld |
| Account Name | 12001039 |
| Account Number | 08 32 10 |
| Sort code | 475PH01622216 |
| Account Office Reference | |

For more information, go to www.gov.uk/pay-payee-tax

Possible scheme closure

Your PAYE scheme may be automatically closed without prior notice from us if there have been no submissions or information sent within 120 days of registration.

PAYE Online for employers

You only need to enrol separately for HMRC's PAYE online service if you did not get a login when you registered as an employer, go to www.gov.uk/payee-online/enrol

NICs Employment Allowance

You may be able to claim a reduction of up to £4,000 each year from your employer Class 1 National Insurance contributions liability by claiming the Employment Allowance. To check your eligibility for the Employment Allowance, go to www.gov.uk/claim-employment-allowance

Providing a workplace pension

It is also an employer's legal responsibility to enrol all eligible staff into a workplace pension and contribute to it from their first day of work. This is known as automatic enrolment. It takes only a minute to work out what you need to do and by when using the pension regulator's online tool, go to www.tpr.gov.uk/new-staff

Email alerts and employer educational products

For more information on a variety of help and support, go to www.gov.uk/government/news/webinars-emails-and-videos-on-employing-people

If you haven't already provided an email address we strongly advise you to register to get an email alert when new information is available. Webinars are a new way of learning about your payroll, and our presentations cover a wide range of topics.

You can also follow HMRC's main and BC&S Twitter feeds (@HMRCgovuk and @HMRCbusiness) where we put out lots of messaging around what employers should be doing and why.

Your employees

We hear from employers that their payroll departments are often the first point of contact for employees with questions about their tax. Your employees will now find the answers to many of their tax queries in their own Personal Tax Account.

To get started, they can go to www.gov.uk/personal-tax-account and click 'start now'.