

MR AND MRS M MEHTA PENSION SCHEME
Daws House 33-35 Daws Lane
Mill Hill
London
NW7 4SD

Inland Revenue
National Insurance Contributions Office
General Index
Benton Park View, Longbenton
Newcastle upon Tyne NE98 1ZZ

Phone: 084591-58948
Calls will be charged at local rates

Fax: 084591-55327
Textphone: 084591-58200

Please use this reference if you write or call:

Your Reference: 83/UA42306

Our Reference: 855349575/N32FB994734PZ

Date: 16th November 2011

National Insurance number needed for existing or former employee(s)

1 Why we are sending you this form

We are sending you this form because you have sent us pay, tax or National Insurance contribution items for the employee(s) shown in section 4.

However, we have been unable to confirm the correct National Insurance account for these employee(s).

We need the correct National Insurance number of the employee(s) in section 4 to:

- make sure that pay, tax and National Insurance contributions are recorded to the correct customer's account, and
- to avoid delay when the employee claims State Pension or Social Security benefits.

Please ensure you complete all the pages on this form and note the following regarding the information supplied in section 4.

- If a date of birth is received in an invalid format on an End of Year Return, the Department as an interim measure will not show the date of birth. Where a date of birth is omitted a generic date of 01/01/1901 may be shown.
- If a National Insurance number is omitted from an End of Year Return, a generic National Insurance number QQ000000 may be used by the Department as an interim measure.

2 What to do now

- Please confirm the employee's details by filling in section 5 of this form using *CAPITAL LETTERS*, and
- return it to us at the address shown at the top of the form.

3 Improving our service to you

We are always pleased to receive your comments and suggestions about how we can improve our service. Please contact us at the address or telephone number shown if you have any comments or are unhappy with our service.

The Inland Revenue's free Payroll Cleanse service can help identify and correct missing or erroneous National Insurance numbers on your payroll. This could help reduce the number of enquiries you receive in relation to your end of year submission. Please see leaflet CA89 on www.ir.gov.uk for further details.

Technical Details

File: RP07355-39518Nov11 Date: 16/11/11 04:06:31 Page: 01652
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4 Employee's details you provided on P14 End of Year contribution item for tax year 2010

National Insurance number QQ000000

Tax Ref/PAYE 83/UA42306

Surname MEHTA

(Only first six characters of surname may be known).

First forename MEENAL

Other forename(s)

Date of birth 21/10/1935

Staff works number

5 Please fill in the necessary details in CAPITAL LETTERS and delete * as appropriate.

I am sorry if you have already given us this information.

	Letters	Numbers	Letter
National Insurance number	—	—	—
Surname	_____		
Previous surname, if applicable	_____		
On what date did the employee marry, divorce, or enter/dissolve a civil partnership - if known	____/____/____		
First forename	_____		
Other forename(s)	_____		
Sex	*Male / *Female		
Date of birth - if known	____/____/____		
Current residential address of the employee	_____ _____ _____		
Postcode	_____		

If the employee does not know their National Insurance number, please tell them to contact their nearest Jobcentre Plus or Department for Work and Pensions (DWP) office. The address and telephone number can be found in the Phone Book under 'Jobcentre Plus'.

If possible please ask your employee to confirm the information you have given on this form and obtain their signature.

Signature of employee _____

Signature, by or on behalf of, the employer _____

Date _____/_____/_____

Our reference: DE32FB9947Z1MK/N32FB994734PZ

Employer's stamp