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H. BRAGMAN LTD DIRECTORS
PENSION SC
DAWS HOUSE
33-35 DAWS LANE
LONDON
NW7 4SD

Debt Management and Banking

Louise Johnson
HMRC
DMB 330
BX5 5AB

Dear Sir/Madam

Phone 0300 200 3852
www.hmrc.gov.uk

Date of issue 9 November 2015
Reference 846 P H 00158600

Outstanding amount £702.77

You have not paid the full amount due as shown on the attached Statement of Liabilities.
See the end of this letter for help with the statement.

If you agree the amount is due, then you need to pay in full now.

When paying us late electronically you need to give us the year and month your payment relates to so that we can correctly allocate it. To do this, use your 13-character reference shown above and add 4 additional characters for the year and month. For further help or to pay go to www.gov.uk/pay-pay-tax

If you do not agree the amount is due and have registered for the PAYE online service then you can use the HMRC Business Tax Dashboard to look at your payments in more detail. You can also see what your PAYE responsibilities are. For more information go to www.gov.uk/running-payroll/paying-hmrc

If you have not done any of the following please now:

- send in the year to date figures for all your employees
- make a claim for amounts such as statutory payments
- make any necessary changes to information you have already given us
- tell us if you haven't paid any employees for a tax period.

We know that RTI is new to employers and want to help you put right any issues to do with the amount shown above. If you need our help to work out what your payment should be please phone us on **0300 200 3852** as soon as you receive this letter. If you have an agent or representative you may wish to show them this letter.

Information is available in large print, audio tape and braille formats.
Type talk service prefix number - 18001.

The statement may show one or more of the following are due:

- Underpayments – this is where you have not paid enough based on your RTI submissions for PAYE
- Specified charges - these are amounts we have estimated to be due when we have not received the necessary RTI PAYE submissions. We base these on your previous filing and payment history. We do this under Regulation 75A Income Tax (Pay As You Earn) Regulations 2003
- Outstanding Construction Industry Scheme (CIS) payments or outstanding advance amounts
- Class 1A National Insurance Contributions
- Earlier Year Update (EYU) – this is where we have been told about changes to PAYE amounts paid in previous tax years
- Interest – this is where you have paid late a PAYE or CIS charge that was due for payment on 19 April 2014 or later.

We may have added interest to the amount that you owe. The outstanding amount due may also include interest which has accrued to date. When we receive payment in full we will show the interest charged on the PAYE dashboard. Go to www.gov.uk/running-payroll/paying-hmrc

Yours faithfully

Officer of Revenue & Customs

Statement of liabilities

H. BRAGMAN LTD DIRECTORS
PENSION SC

9 November 2015

Reference 846 P H 00158600

Period ended	Description	Unpaid amount
05-10-2015	PAYE Specified Charge Mth 6	
	Tax	327.68
	Class 1 NIC	373.89
	Interest To 09-11-2015	1.20
Total unpaid amount		£ 702.77

Interest accruing, per day, until payment £ 0.05

▼ If you need to use the payslip, please detach here ▼

IDMS99P



Trans
cash

Payslip



bank giro credit



158

24

Reference

846PH001586001606

Credit account number

157 8049

Amount due
(no fee payable at PO counter)

£ 702.77

CHEQUE ACCEPTABLE

For official use

H. BRAGMAN LTD DIRECTORS
PENSION SC

Signature

Date

NATWEST BANK PLC
COLLECTION A/C
HM REVENUE & CUSTOMS

CASH

CHEQUE

£

57-80-49

IDMS99P

HMRC 12/13

Please do not fold this payslip or write or mark below this line

Paying HMRC

Please ensure your payment reaches us by the due date.

We recommend the payment methods shown at 1 – 5 below. These are the most secure and efficient

1 Direct Debit



To set up a Direct Debit payment go to www.hmrc.gov.uk/login then go to log in or sign up for the appropriate online service.

2 Direct Payment



Using the internet or phone, provide your bank or building society with the following information to make a Direct Payment:

- payment amount
- sort code 08-32-10
- account name 'HMRC'
- account number 12001020
- your reference as shown on the payslip.

3 BillPay



Pay online using your debit or credit card. Go to www.billpayment.co.uk/hmrc and follow the guidance.

4 Your Bank



If your bank offers this service, take the payslip and payment to any branch of your bank. Any cheque must be drawn on your bank, and made payable to 'HM REVENUE & CUSTOMS ONLY'.

Other banks may refuse to accept payment.

5 Post Office



Take the payslip with your payment to any participating Post Office. If paying by cheque, make your cheque payable to 'POST OFFICE LTD'. The Post Office also accept payment by debit card.

6 Post



If you use this method

- make your cheque payable to 'HM REVENUE & CUSTOMS ONLY' followed by your payslip reference
 - send the payslip and your cheque, both unfolded, to HM Revenue & Customs (in the return envelope, if provided).
- A stamp for the correct postage is required.

If you do not have a return envelope, please send your cheque to:

HM Revenue & Customs,
BRADFORD BD98 1YY

Further payment information

You can find further payment information online. Go to www.hmrc.gov.uk/payinghmrc

Please do not write or mark below this perforation