



HM Revenue  
& Customs

HM Revenue and Customs  
[www.gov.uk/government/  
organisations/hm-revenue-customs](http://www.gov.uk/government/organisations/hm-revenue-customs)

RUTHERFORD PENSION PLAN  
PENSION PRACTITIONER COM  
LIMITED, DAWS HOUSE  
3335 DAWS LANE  
NW7 4SD

000981

Date 10 November 2016  
Our ref 083PZ00237568

Dear Sir or Madam

## Improvements to the way you get your tax repayments

We'll be phasing out issuing repayments by payable order, replacing them with a faster and more secure method for our customers.

Our records show that you get PAYE repayments from us by payable order. We'd like to start making those payments to you by the widely used electronic payment method called Bacs Direct Credit.

Making your repayments by Bacs Direct Credit is:

- simple and convenient – unlike payable orders, the funds are paid straight into your bank account
- safer and more secure – Bacs payments can't be lost, stolen or delayed in the post. Your money arrives automatically into your bank account giving you cleared funds on arrival

## What you need to do

To get your repayments you need to give us your bank sort code and account number **each time** you submit your Employer Payment Summary (EPS). The bank account must be in the name of the business or the name of an authorised nominee.

Payments made to us by Direct Debit are unaffected.

If you don't have a UK bank account we will continue to issue your repayments in the same way as we do currently.

If we've sent you a similar letter already and you have provided us with your bank details, thank you for this. It is important that you continue to provide the most current bank details on every return or request for repayment that you send to us.

If you are no longer trading please ignore this letter.

Information is available in large print, audio and Braille formats.  
Text Relay service prefix number – 18001



Yours faithfully

**Nick Down**  
Deputy Director of Corporate Treasury

To find out what you can expect from us and what we expect from you go to **[www.gov.uk/hmrc/your-charter](http://www.gov.uk/hmrc/your-charter)** and have a look at 'Your Charter'.