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HM Revenue & Customs
CUSTOMER OPERATIONS
EMPLOYER OFFICE
CHILLINGHAM HOUSE
BENTON PARK VIEW
NEWCASTLE
NE98 1ZZ

Phone 08457 143143

www.hmrc.gov.uk

Date 13 February 2011

Employer PAYE reference
083/GA46074

Your reference

Notification to complete form P35 Employer Annual Return

Your Employer Annual Return (P35 and P14s) for the tax year 2010-11 must be filed:

- online, and
- by 19 May following the end of the tax year 2010-11.

We will charge a penalty if any part of your return is received late and/or not filed online.

To file your return online you must register with us first. You should do this as soon as possible as the registration process may take several days to complete.

You can use any of the following methods to file your return:

- approved commercial software
- HMRC's free Online Return and Forms – PAYE product
- HMRC's Basic PAYE Tools, if you have used the P11 Calculator throughout the tax year and have nine or fewer employees at the year end
- Electronic Data interchange (EDI).

Further information is available to help you on our website,
go to www.businesslink.gov.uk/payeonline

If you think that you do not need to make a return:

- go to www.businesslink.gov.uk/noemployerreturn or
- contact your HMRC office and let them know.

This will avoid the unnecessary issue of reminders and penalty notices.

If you are required to file a P38A *Employer Supplementary Return*, you can do this online.
Go to www.businesslink.gov.uk/payellogin

