

New Employer Helpline

0300 200 3211

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

Textphone

0300 200 3212

Your HMRC office is

Customer Operations Employer Office
BP4009
Chillingham House
Benton Park View
NEWCASTLE UPON TYNE
NE98 1ZZ

STEPHEN WARD PHOTOGRAPHY DIRECTORS
PENSION SCHEME
MATTIOLI WOODS PLC
GROVE PARK HOUSE
4 PENMAN WAY
GROVE PARK
ENDERBY
LEICESTER
LE19 1SY

23 April 2014

Keep this letter safe – it includes your employer registration and reference numbers

You have two references you need to use when contacting us about Income Tax and National Insurance contributions (NICs).

Your Employer PAYE reference is: 475/GA56601

Use this reference if you phone one of our helplines, and on any forms or letters you send to the employer office.

Your 13 character accounts office reference is: 475PC00177711

Use this reference when you make PAYE payments or contact the payment enquiry helpline, your accounts office or debt management office.

Your accounts office is: Cumbernauld.

Managing your payroll and sending information to HMRC

To help you get started, go to www.hmrc.gov.uk/newemployer 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. 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.hmrc.gov.uk/payerti

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. If this happens we will write to you and let you know.

NICs Employment Allowance

You may be able to claim a reduction of up to £2000 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.hmrc.gov.uk/nicsemploymentallowance

Email alerts

We strongly advise you to register for an alert when new information becomes available. For more information, and to register, go to www.hmrc.gov.uk/employeremailalert

Your employee(s)

If your employee(s) have any queries about their personal tax or National Insurance, they can find lots of useful information online. For tax they can go to www.hmrc.gov.uk/incometax or they can phone us on **0300 200 3300**. For National Insurance they can go to www.hmrc.gov.uk/ni or they can phone us on **0300 200 3500**.