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Tech Step Limited
c/o Pension Practitioner .Com
Daws House
33-35 Daws Lane
London
United Kingdom
NW7 4SD

HM Revenue & Customs
Pension Schemes Services
Yorke House
Castle Meadow Road
Nottingham
NG2 1BG

Telephone 0845 600 2622

Charge reference XRR00000114480
Pension Scheme 00770581RS
Tax Reference
Date of Issue 03/02/2016

Notice of Penalty Charge & Notice to Pay

Please pay the amount shown below

Description of Charge	Date of Event	Amount payable
Section 257(1) FA2004: failure to comply with a notice under section 250 to make a registered pension scheme return.	31/01/2016	£ 100.00
Total amount due		£ 100.00

How to Appeal

Any appeal should be made in writing and should specify the grounds for the appeal. This should be sent to Pension Schemes Services within 30 days of the date of issue of this notice.

APSS 405

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

HMRC 10/0

*Trans
cash***Payslip****HM Revenue
& Customs****bank giro credit**

158

Reference

XRR00000114480

Credit account number

157 8049

Amount due
(no fee payable at PO counter)**£ 100.00**

CHEQUE ACCEPTABLE

For official use

Tech Step Limited

Signature _____

Date _____

NATWEST BANK PLC
COLLECTION A/C
HM REVENUE & CUSTOMS

CASH
CHEQUE

57-80-49

£

APSS 405

HMRC 12/13

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

XRR00000114480 &7241578049 000100005 74 X

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 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

Or you can phone us on:

- 01274 530750

Please do not write or mark below this perforation