



**HM Revenue
& Customs**

Business Link website
www.businesslink.gov.uk/payee

New Employer Helpline
0845 60 70 143
For our opening hours go to
www.hmrc.gov.uk

Textphone
0845 602 1380

TRADPIN CONSTRUCTION LIMITED
RETIREMENT & DEATH BENEFIT
PENSION PRACTITIONER COM
DAWS HOUSE
33-35 DAWS LANE
MILL HILL
NW7 4SD

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9 August 2011

New employer registration and reference numbers

Thank you for registering with us. We wish you every success in your new role as an employer. You need to **keep this letter** safe as it contains your reference numbers and other important information that you will need.

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

Your accounts office reference is: 475PT00234182

Use this reference when making payments to your accounts office in Cumbernauld.

Your Employer PAYE reference is: 475/TA61762

Use this reference if you phone one of our helplines, and on any forms or letters you send to your HM Revenue & Customs (HMRC) office.

Your HMRC office is:

Customer Operations Employer Office, BP4009, Chillingham House, Benton Park View, Newcastle upon Tyne, NE98 1ZZ.

Managing your payroll

To help you get started go to www.businesslink.gov.uk/newemployer where you can download 'Basic PAYE Tools' and the P49 *Paying someone for the first time*.

Email alerts

We strongly recommend that you register for our free employer email alert service. For more information, and to register go to www.businesslink.gov.uk/hmrcemployeremailalerts

If you have any questions or need more help go to the Business Link website or phone our New Employer Helpline. You will find the details at the top of this letter.

Your employee(s)

If your employees want to get in touch with us they will need to use the contact information shown below.

Phone: 0845 3000 627
For our opening hours go to
www.hmrc.gov.uk

Write to: Customer Operations (East Kilbride)
Queensway House
Stewartfield Way
East Kilbride
G79 1AA

NEP 11



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