

245005:00010385:001

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

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

Phone 08457 143143

[www.hmrc.gov.uk](http://www.hmrc.gov.uk)

Date 25 March 2012

Employer PAYE reference  
475/TA61762

Your reference

**Notification to complete form P35 Employer Annual Return**

Your Employer Annual Return (P35 and P14s) for the tax year 2011-12 must be filed:

- online, and
- by 19 May following the end of the tax year 2011-12.

**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/payeeonline](http://www.businesslink.gov.uk/payeeonline)

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

- go to [www.businesslink.gov.uk/noemployerreturn](http://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.

