



# HM Revenue & Customs

J31A2H010AHMBA0000011889001002 389 000

REGISTERED SCHEME  
ADMINISTRATORS LIMITED  
UNIT 12, VENTURE WALES  
MERTHYR TYDFIL INDUSTRIAL  
PARK, PENTREBACH  
MERTHYR TYDFIL  
CF48 4DR

## Debt Management

DM PAYE  
HMRC  
BX9 1EW



Phone 0300 200 3817  
[www.gov.uk](http://www.gov.uk)

Date of issue 17 February 2020

Reference 120 P B 01507239

Dear Sir/Madam

### Outstanding PAYE/NIC £677.81

Our records show you haven't paid the above amount.

This amount may include specified charges. These are amounts we've estimated to be due when we haven't received all of your monthly submissions. We do this under Regulation 75A The Income Tax (Pay As You Earn) (Amendment) Regulations 2012. We've based any specified charges on your previous filing and payment history.

If you haven't done so, you must now:

- send in the year-to-date figures for all your employees
- make a claim for amounts such as statutory payments
- make any necessary changes to information you've already given us
- tell us if you haven't paid anyone for a tax period

You can use our online services to receive alerts from us when you report or pay late. To register for email reminders, go to 'Provide us with an email address' when you log into your account at [www.gov.uk/pay-online-log-in](http://www.gov.uk/pay-online-log-in)

Please pay what you owe now. When paying late you need to use the 13-character reference shown above and add 4 numbers for the year and the month (YYMM). The quickest way to pay is electronically.

For details of how to pay, go to [www.gov.uk/pay-pay-tax](http://www.gov.uk/pay-pay-tax)

Thank you if you've paid recently. Your record will be updated when we receive payment so there's no need to contact us.

(continued overleaf)

Information is available in large print, audio tape and braille formats.  
Type talk service prefix number - 18001.

You may find our webinar introduction for employers on the importance of sending PAYE reports to us and when to do so, helpful. It also tells you what happens if employers fail to send timely and accurate reports without a valid reason. Go to [www.gov.uk/government/news/webinars-emails-and-videos-on-employing-people](http://www.gov.uk/government/news/webinars-emails-and-videos-on-employing-people)

If you have an agent or representative you may wish to show them this letter.

Yours faithfully

Officer of Revenue and Customs



HM Revenue  
& Customs

## Statement of liabilities

REGISTERED SCHEME  
ADMINISTRATORS LI MITED

17 February 2020

Reference 120 P B 01507239

Period ended  
05 11 2019

Description  
PAYE Underpayment Mth 7  
Tax  
Class 1 NIC  
Interest To 17 02 2020

Unpaid amount

211.80

460.01

6.00

£ 677.81

Total unpaid amount

Interest accruing, per day, until payment £ 0.05

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

ABC



HM Revenue  
& Customs

bank giro credit



ABC

Date

Cashier stamp

Barclays Bank Plc  
Automated Bulk Credit Clearing  
Account number 63464695 11-47

Account  
HM Revenue and Customs

Paid in by  
REGISTERED SCHEME  
ADMINISTRATORS LI MITED

Reference number  
120PB015072392007



For official use



For official use

CASH

CHEQUE

£

677.81

25-03-57

IDMS99P

HMRC 07/17

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

>67781< 120PB0150723920070< 250357+ 63464695< 73 X

## Paying HMRC

### Secure and efficient ways to pay

Make sure you pay us by the deadline.

#### Direct Debit

To set up a Direct Debit payment, go to [www.gov.uk/pay-tax-direct-debit](http://www.gov.uk/pay-tax-direct-debit) and follow the instructions.

#### Bank details for online or telephone banking, CHAPS, Bacs

You can make a transfer from your bank account by Faster Payments, CHAPS or Bacs. Use sort code 08-32-10, account number 12001020 and account name 'HMRC Shipley'.

Your payment reference is 120PB015072392007.

#### By online card payment

Go to [www.gov.uk/dealing-with-hmrc/paying-hmrc](http://www.gov.uk/dealing-with-hmrc/paying-hmrc) and follow the instructions.

#### At your bank or building society

Take your payslip to your branch and pay by cash or cheque.

Make cheques payable to 'HM Revenue and Customs only' followed by your payment reference 120PB015072392007.

### Other ways to pay

#### By cheque through the post

Make your cheque payable to 'HM Revenue and Customs only' followed by your payment reference 120PB015072392007.

Send your payslip and cheque to:  
HM Revenue and Customs  
Direct  
BX5 5BD

Don't fold either the payslip or the cheque or fasten them together.

### Payment questions

For further payment information, go to [www.gov.uk/dealing-with-hmrc/paying-hmrc](http://www.gov.uk/dealing-with-hmrc/paying-hmrc)

Or phone us on:

- 0300 200 3817 about paying HMRC
- 0300 200 3817 if you can't pay your tax bill on time