



# HM Revenue & Customs

J31A2S0113NMCA0000067309001002 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 28 February 2020  
Reference 120 P B 01507239

Dear Sir/Madam

### Notice to pay amount due £567.16

Our records show that you've failed to respond to our previous requests to bring your tax affairs up to date by paying the above amount.

If you don't pay or contact us, we can take action to collect what you owe. The law allows us to take things you own and sell them and we charge you fees for doing this. If you don't act now it could cost you more money.

For more information on this, and other options we can use to collect what you owe, go to [www.gov.uk/if-you-dont-pay-your-tax-bill/overview](http://www.gov.uk/if-you-dont-pay-your-tax-bill/overview)

You must pay now to avoid enforcement action. Please pay 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). An example is shown below:

For Month 2 of tax year 2017 to 2018 (6th May to 5th June 2017) add 1802.

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)

If you've already paid, thank you, there is no need to contact us. If not, please act now.

You can use our online services to see in detail what you've paid us. Your payments should be shown within 7 days. There's no need to contact us if this shows that we've received your payment, as our records will be updated automatically. For more information, go to [www.gov.uk/pay-online](http://www.gov.uk/pay-online)

(continued overleaf)

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



HM Revenue  
& Customs

# Statement of liabilities

REGISTERED SCHEME  
ADMINISTRATORS LI MITED

28 February 2020

Reference 120 P B 01507239

Period ended	Description	Unpaid amount
05 10 2019	PAYE Underpayment Mth 6	
	Tax	100.00
	Class 1 NIC	460.01
	Interest To 28 02 2020	7.15
Total unpaid amount		£ 567.16

Interest accruing, per day, until payment £ 0.04



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HZ1A2S04HSO

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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  
120PB015072392006



For official use



For official use

CASH

CHEQUE

£ 567.16

25-03-57

IDMS99P

HMRC 07/17

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

>56716< 120PB0150723920060< 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 120PB015072392006.

#### 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 120PB015072392006.

### Other ways to pay

#### By cheque through the post

Make your cheque payable to 'HM Revenue and Customs only' followed by your payment reference 120PB015072392006.

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



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

Yours faithfully

Officer of Revenue and Customs

Phone 0300 200 3877  
www.gov.uk

Date of issue 28 February 2020  
Reference 120-F-010707239

Notice to pay amount due £587.18

Our records show that you've failed to report to our tax office an amount of £587.18 that you owe. We've sent you a letter about this and you've not paid it yet.

If you don't pay the amount we've asked you to pay, we will take action to collect what you owe. This will affect your credit rating and you may have to pay interest on the amount you owe.

For more information on this and other issues you can use to collect what you owe, go to [www.gov.uk/what-you-need-to-know-about-tax](http://www.gov.uk/what-you-need-to-know-about-tax)

You must pay now. If you don't, we will take action to collect what you owe. Please pay now. When you pay, you need to use the reference number above and add a number to the end of the number (120-F-010707239). An example is shown below.

For more information on how to pay, go to [www.gov.uk/what-you-need-to-know-about-tax](http://www.gov.uk/what-you-need-to-know-about-tax)

The quickest way to pay is electronically.

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

If you've already paid, there's no need to contact us. If you haven't, you need to.

You can use our online services to see if you owe any tax. Your statement should show when you owe. There's no need to contact us if you've received our statement, as our records will be correct. If you're not sure, go to [www.gov.uk/what-you-need-to-know-about-tax](http://www.gov.uk/what-you-need-to-know-about-tax)

(Continued overleaf)

Type tax service reference number - 120-F-010707239  
In addition, you will be sent a letter about this and other issues.