



HM Revenue & Customs

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REGISTERED SCHEME
ADMINISTRATORS LIMITED
VENTURE WALES
PENTREBACH
MERTHYR TYDFIL
CF48 4DR

DM PAYE
HM Revenue and Customs
BX9 1EW



Phone 0300 200 3819
www.gov.uk

Dear Sir/Madam

Date of issue 15 September 2022

Reference 120 P B 01507239

Amount overdue £1209.92

Our records show that we haven't received payment for the amounts you owe as an employer.

Details are on the enclosed statement of liability.

We know that many of our customers are facing financial difficulties due to the Coronavirus (COVID-19) pandemic, and we're here to help if you need to discuss how to pay your overdue amount.

Please pay now if you can

You'll find everything you need online:

- go to **GOV.UK** and search 'paying HMRC'
- go to the PAYE guidance and follow the instructions.

Please make sure you use the right reference for each amount due. We may need to contact you again if you use the wrong reference.

If you can't pay now

Please call us on 0300 200 3819 to talk to one of our customer support advisers.

They'll work with you to explore payment options that you can afford – for example, through a payment plan where you can pay over time in instalments.

When you call, you'll need to have details of your income and expenditure so we can make sure your payments are affordable.

(continued overleaf)

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

If you've already paid

If you've paid within 6 business days of the date of this letter, and your reports are up to date, thank you. You don't need to contact us if your online account shows your business tax is up to date.

You only need to tell us if the information in your business tax account is different to your own records. If it is, please tell us how you paid, how much and when.

For more information, go to **GOV.UK** and search 'fix problems with running payroll'.

If you have someone who helps you with your tax affairs, you may want to show them this letter.

Yours faithfully

Officer of Revenue and Customs

A word about scams

We're aware of an increase in scam emails, calls and texts. If someone gets in touch claiming to be from HMRC, saying that you can claim financial help or that you're owed a tax refund, and asks you to click on a link or to give information such as your name, credit card or bank details, please don't respond. You can forward suspicious emails claiming to be from HMRC to phishing@hmrc.gov.uk and texts to 60599.



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& Customs

Statement of liabilities

REGISTERED SCHEME
ADMINISTRATORS LIMITED

15 September 2022

Reference 120 P B 01507239

Period ended	Description	Unpaid amount
05 08 2022	PAYE Underpayment Mth 4	
	Tax	1203.24
	Interest To 15 09 2022	6.68
Total unpaid amount		£ 1209.92
Interest accruing, per day, until payment £ 0.13		



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