

Penderels Trust

Payroll Bureau
Fairfield Court
Wheler Road
Whitley
Coventry
CV3 4LJ
Email:
Web site:

Tel: 02476 511375
Fax: 02476 511166
payroll@penderelstrust.org.uk
www.penderelstrust.org.uk



Opening the door to independent living

EXAMPLE

A. N. Other
10 Anywhere Road
London
SW1 23B

Dear Mr Other

Please find enclosed payment slip for amount due to be paid by you to H M Revenue and Customs.

Please send a cheque made payable to H M Revenue and Customs for **£100.00** along with the payment slip in the freepost envelope provided. Please write your H.M.Revenue and Customs Account No on the back of your cheque, **your Account No is: 190/PT00123456 This is due no later than 19th January 2008.**

PLEASE NOTE THAT AS AN EMPLOYER, IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR TAX AND NATIONAL INSURANCE CONTRIBUTIONS ARE PAID TO H M REVENUE AND CUSTOMS EVERY THREE MONTHS.

If the amount shown is a **0.00** figure you **MUST** still forward the payment slip with **0.00** on to H.M.Revenue and Customs in the **freepost** envelope provided, but **YOU DO NOT NEED TO SEND A CHEQUE.**

To enable us to keep accurate records and deal promptly with any requests from H.M Revenue and Customs on your behalf, please complete the tear off form below and return it to the Penderels Trust Payroll Bureau.

Penderels Trust Payroll Bureau would like to thank you for your co-operation in this matter.

THIS PAYMENT COVERS PERIOD 6th October 2008- 5th January 2008

Details of cheque sent to H M Revenue & Customs

EMPLOYER A.N Other DEPT 1 PAYGROUP A

AMOUNT AND DATE PAID _____
CHEQUE NUMBER _____
ACCOUNT NUMBER _____
SORTCODE _____