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**HM Revenue
& Customs****Self Assessment
Tax return and payment reminder**

140223 021898

073

MR P E LISEWSKI
2ND FLOOR
40D GLEDSTANES ROAD
BARONS COURT
W14 9HUTax Reference PX 21 26 19 D
Employer Reference 073/01/S5194
Date 13 DECEMBER 2012Issued by
HM Revenue & Customs
SELF ASSESSMENT
PO BOX 1000
NEWCASTLE UPON TYNE
NE98 1WY

Phone 0845 900 0444

Avoid the Self Assessment late filing and payment penalties

Our records show that you may not have sent us your tax return for the year ending 5 April 2012.
If you have sent it in the last four weeks, thank you.

If not, make a start now. **If we receive your tax return after 31 January, you will get an automatic £100 penalty.**

The paper tax return deadline was 31 October, so send it online to avoid an automatic £100 penalty.
Turn over for details on how to send it online.

If you have lost your User ID and password it can take two weeks to replace them.

Turn over for details on how to do this.

The longer you delay the more you will pay. If your tax return is more than three months late you will get daily penalties of £10 per day and could pay up to £1,600 – even if you don't owe any tax.

You must pay us any money you owe on or before 31 January to avoid interest charges.

There is also an automatic late payment penalty of 5% of any amount remaining unpaid 30 days after the payment deadline. Turn over for details on how to pay.

If you don't think you need to complete a tax return for this year go to hmrc.gov.uk/yourtaxreturn to check.

SA309A

HMRC 08/12

**Alliance & Leicester**

COMMERCIAL BANK

Bootle Merseyside GIR 0AA

*Trans
cash***Payslip****HM Revenue
& Customs****bank giro credit**

159

Reference

3047541926K

Credit account number

157 8049

Amount due
(no fee payable at PO counter)

£

CHEQUE ACCEPTABLE

For official use

MR P E LISEWSKI

Cashier's stamp and initials

Signature

Date

NATWEST BANK PLC
HEAD OFFICE COLLECTION A/C
HM REVENUE & CUSTOMSCASH
CHEQUE

£

57-80-49

SA309A

HMRC 10/09


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

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To sign up for our online services

Signing up is easy, just go to online.hmrc.gov.uk. You'll need your Unique Taxpayer Reference number – this ten-digit number may be at the top of this letter, or on your tax return or a letter telling you to complete one. When you sign up we will send you an Activation Code within seven working days. You will need this before you can use the online service. Sign up before **21 January** to make sure you get it in time.

For help to fill in your tax return online

Try using our online demonstrator at hmrc.gov.uk/taxreturndemo or use the help  icons as you go through your tax return online.

If you have lost your User ID or password

If you have lost your User ID or password, we don't give them over the phone. To protect your security we only send them by post or registered email, so contact us **before 21 January** to get them in time.

If you have lost one, go to online.hmrc.gov.uk and click on *Lost password* or *Lost User ID*.







To request a new one, you'll need your Unique Taxpayer Reference number – this ten-digit number may be at the top of this letter, or on your tax return or a letter telling you to complete one.

If you've lost both, phone our Online Services Helpdesk on **0845 60 55 999**. Have your Unique Tax Reference number to hand.

Paying HMRC

Please ensure your payment reaches us by the due date.

We recommend the payment methods shown at 1 - 5 below. These are the most secure and efficient.

1. Direct Debit 	To set up a Direct Debit payment go to www.online.hmrc.gov.uk/online . Login and select Direct Debit payment from the <i>Main menu</i> . If you are a new user you will first have to register and enrol for the appropriate service.	5. Post Office 	Take this form with your payment to any participating Post Office. If paying by cheque, make your cheque payable to 'POST OFFICE LTD'. The Post Office accept payment by Debit Card.
2. Direct Payment 	Using the Internet or phone, provide your bank or building society with the following information to make a Direct Payment: <ul style="list-style-type: none">• payment amount• sort code 08-32-10• account name 'HMRC'• account number 12001020• your reference as shown on the payslip.	6. Post 	If you use this method: <ul style="list-style-type: none">• make your cheque payable to 'HM REVENUE & CUSTOMS ONLY'• include your payslip reference after 'HM REVENUE & CUSTOMS ONLY'• send the payslip and your cheque, both unfolded, to the Accounts Office (in the return envelope, if provided). A stamp for the correct postage is required. If you do not have a return envelope, please send your cheque to HM Revenue & Customs Accounts Office, BRADFORD BD98 1YY
3. BillPay 	You can pay by Debit or Credit Card over the Internet. Go to www.billpayment.co.uk/hmrc and follow the guidance.	Further payment information For more payment information go to www.hmrc.gov.uk and under Quick links select Paying HMRC . Please ensure you use the right reference number when paying HMRC. To check your reference go to www.hmrc.gov.uk/paymentreferencechecker Or you can phone us on 0845 366 7816 about Paying HMRC	
4. Your Bank 	If your bank offers this service, take the payslip and payment to any branch of your bank. Any cheque must be drawn on your bank, and made payable to 'HM REVENUE & CUSTOMS ONLY'. Other banks may refuse to accept payment.		

Please do not write or mark below this perforation