



Issued by

Test Company  
1 THE STREET  
TOWN  
AB1 1AB

Accounting period ended 31 July 2017      Date of issue 15 April 2018

Office no: XXX      UTR: XXXXXX

HMRC use: XXX XXXXX XXXXX A 01

Payment ref: XXXXXXXXXXXXA00101A

## Your Corporation Tax payment for to 31 July 2017 is due by

Your company needs to pay any amount due by the date above.

If you do not think you owe Corporation Tax, tell us as soon as possible. To do this, go to **GOV.UK**, search 'pay your Corporation Tax bill' and choose 'tell HMRC no amount is due'. If you do not contact us, we'll keep sending you reminders about paying.

### How to pay

You'll find everything you need to pay online:

- go to **GOV.UK** and search 'pay your Corporation Tax bill'
- choose your payment method and follow the instructions

If you're asked for an account number when paying, use 12001039 with sort code 08-32-10. The account name is HMRC Cumbernauld.

### Check your payment reference before you pay

- When you pay, you must use the 17-digit payment reference shown at the top of this letter.
- Your payment reference changes with each accounting period, so only use the payment reference at the top of this letter.
- If you're using a banking app to pay, make sure you do not reuse a previous payment reference.

For information on payment dates, go to **GOV.UK** and search 'pay your Corporation Tax bill'.

We charge interest on late payments so any amount the company owes will increase until you pay in full.

If you have paid in the last few days, thank you.

### If you have not already filed your Company Tax Return

To file online, go to **GOV.UK**, search 'Company Tax Returns' and select 'file your accounts and Company Tax Returns'. If you're not already registered to file online, you can also find instructions here on how to register.

Your return also needs to include the appropriate attachments in the right format. For more details on this, go to **GOV.UK** and search 'format for accounts forming part of a Company Tax Return'.

You must file a return for the period above, even if your company has nil profit.

If your company is dormant, go to **GOV.UK** and search 'dormant companies and associations'.

We can charge penalties for late returns.