

Employer's PAYE reference

Employer's PAYE reference

Get ready to do it online!

We can help you get started online.

Give us your details and we will get in touch with you as soon as we can.

Go to www.inlandrevenue.gov.uk/bst

Or tell us:

Employer's name

Contact name

Employer's address

.

.

Postcode.

Phone number

Tear off this slip and post it to:

Inland Revenue Online
PO Box 37
St Austell
PL25 5YN.

YOUR NOTICE TO FILE ONLINE FOR TAX YEAR ENDING 5 APRIL 2006

This letter tells you what you must do for tax year 2005-06. It does not alter what you have to do for 2004-05.

We think that you had **between 50 and 249 employees** in your PAYE scheme on

This means that for **2005-06 you must file online your Employer's Annual Return (P14s and P35), due by 19 May 2006**, or face a penalty.

How to appeal

You can appeal if you think you had fewer than 50 employees on

Write to the address at the top of this letter within 30 days and tell us how many you actually had on
Please show your employer's PAYE reference.

Online filing

'Online filing' means sending your return to us using the Internet or Electronic Data Interchange.

Magnetic media

Using magnetic media (magnetic tapes, disks and cartridges) is not online filing. Call our Magnetic Media Team on 084591 50265 for advice about how to do it online.

Please show this letter to your agent, payroll bureau or whoever helps you with your payroll. If you are a payroll agent or bureau, please give a copy of this letter to your client who has this employer's PAYE reference.

Electronic payment

If you choose to pay electronically you can benefit from a later payment date.

For more about online filing and electronic payment

Internet

Online filing go to www.inlandrevenue.gov.uk/payonline

Electronic payment go to www.inlandrevenue.gov.uk/howtopay

Phone

Online filing

Electronic payment Cumbernauld (01236 783631) or Shipley (01274 539328)

Guidance

Do it online: Online filing and electronic payment handbook available at www.inlandrevenue.gov.uk/payonline, on the Employer's CD-ROM or from the Employer's Orderline on 0845 7 646 646.

Keep this letter!

It tells you
that you must
file online
for 2005-06.

Make sure
you are ready
to do it on time.