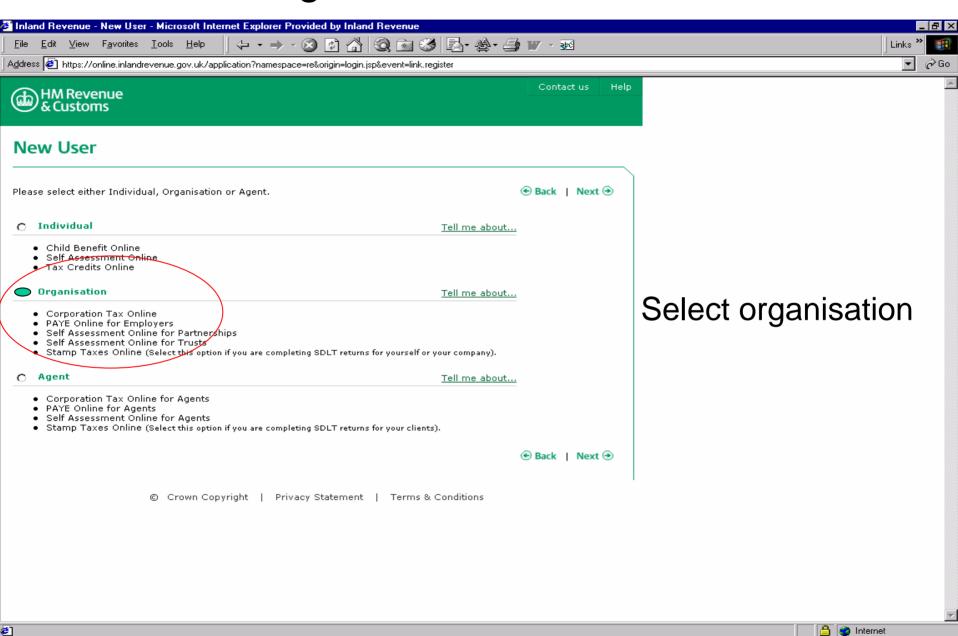
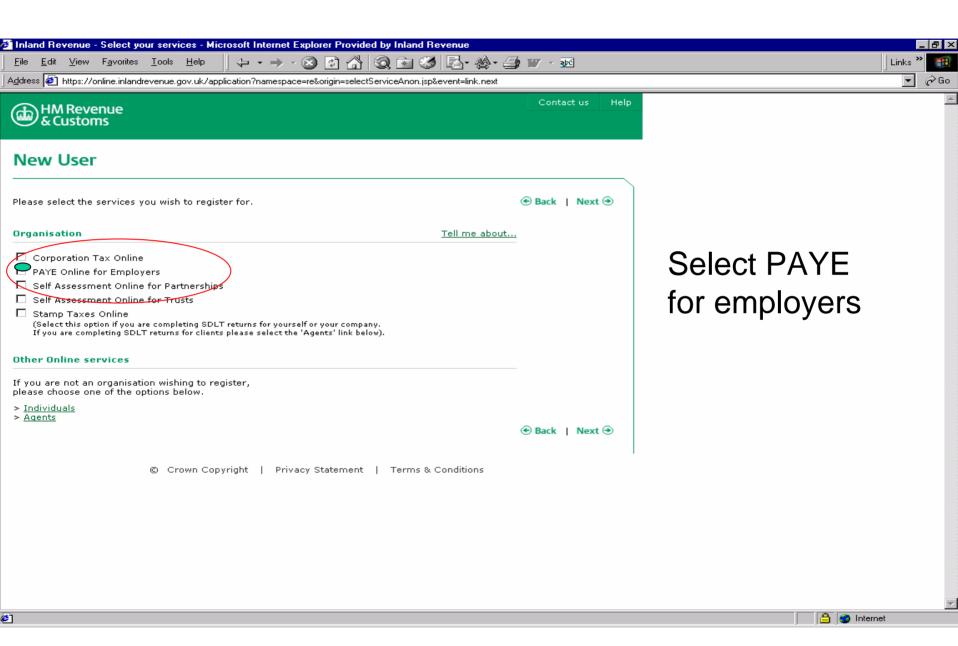
Finding your PAYE references

And registering to e-file

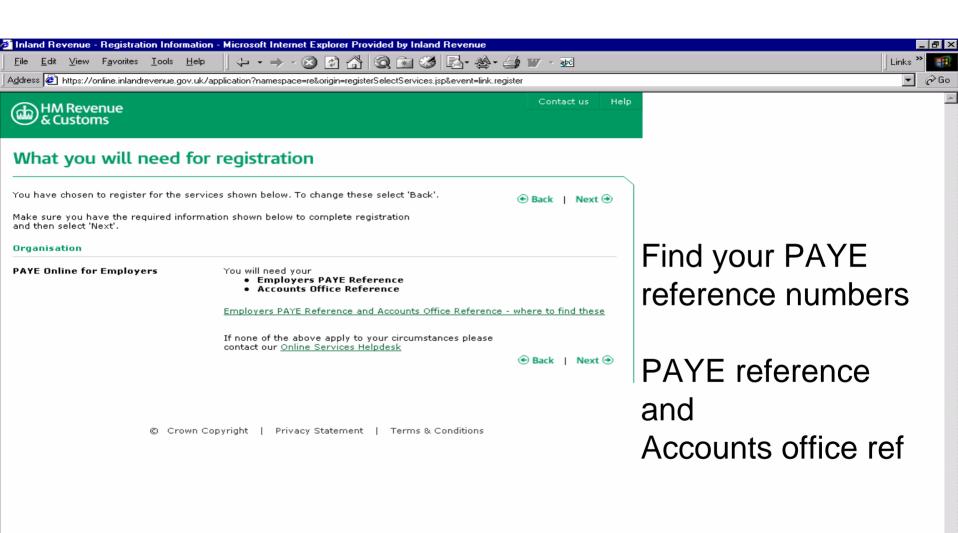
Register with HMRC



Register with HMRC

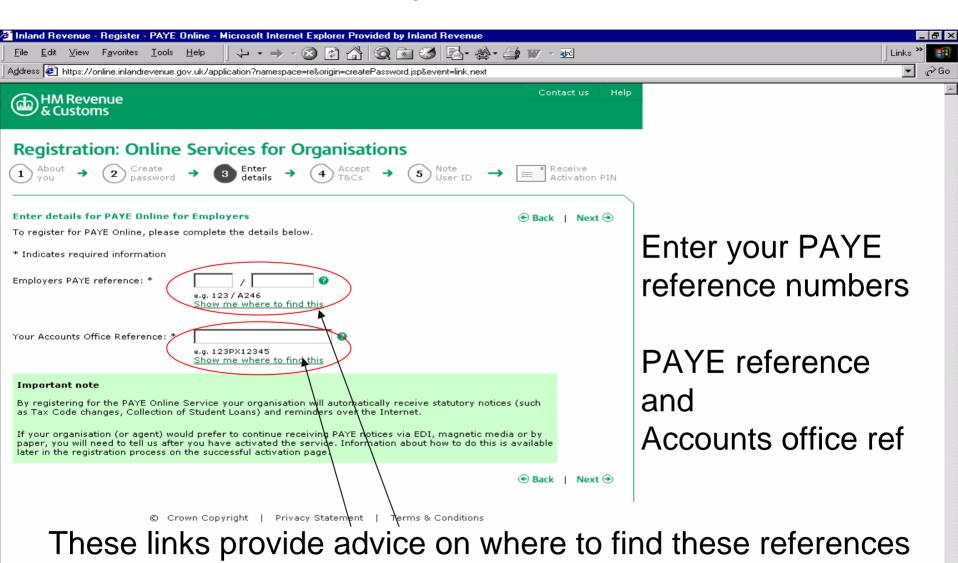


Register with HMRC



🥭 Done

Enter your details



🥭 Done

Employer Reference

- The employer reference or EMP-REF is made from
 - the 3 character tax district or tax office number and
 - the employer number
- Together they make the EMP-REF
- If HMRC change the office that deals with the employer the 3 character tax district or tax office number will change
- 581 / WZ55804 becomes 931 / WZ55804

Where will you find your PAYE reference numbers?

Payslip Booklet (yellow) shows EMP-REF and AO

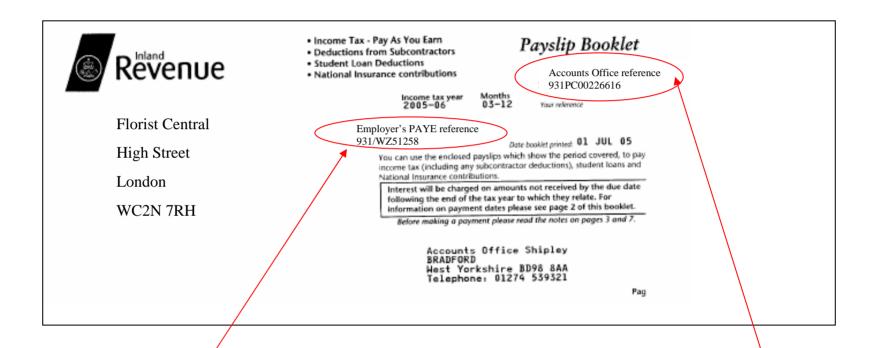
Paper P35 shows EMP-REF and AO

Overpayment review shows AO

Payment reminder shows EMP-REF

Coding notice shows EMP-REF

Payslip Booklet (yellow) both refs



Employer's PAYE reference (EMP-REF)

Accounts office reference (AO)

Paper P35 shows both refs

Revenue

Please return to

095068 002006 AA 002006 HM Inspector of Taxes E HAMFSHIRE & WIGHT AREA EHPLOVERS TEAM, 6TH FLOOR HINGFIELD HOUSE 516 COMMERCIAL ROAD PORTSMOUTH HANTS POI 4T

I SHOOTH HARTS

931 /WZ51258

Employer's PAYE reference 931
Inland Revenue office telephone no.

00. 7.1.20.200

02392 858101

P35 - Employer's Annual Return

Florist Central

High Street

London

WC2N 7RH

Your reference Accounts Office reference

931 PC 226616 0501

931 WZ51258

PAYE Income Tax, National Insurance contributions (NICs) and related payments

You are required by law to

- · complete and sign this return or send it electronically
- send the 'National Insurance copy' and 'Tax copy' of form P14 End of Year Summary (or electronic equivalent), for each employee for whom you were required to complete a form P11 Deductions Working Sheet (or equivalent record) during the year
 - send, where applicable, P35(CS) Continuation Sheets and form P38A Employer's Supplementary Return.
 (Forms P38(S) Student employees should not be sent with this return, but must be retained for at least three years.)
 - send it in time to reach the above Inland Revenue office by 19 May following the end of the tax year.

You may be charged a penalty if your return is received late.

Help

For step-by-step guidance on completing this return

- see the Employer's Help Book E10 Finishing the tax year, or the Employer's CD-ROM
- · visit our website
- www.inlandrevenue.gov.uk/employers
- ring our Employer's Helpline on 0845 7 143 143
- contact your Inland Revenue office at the address shown above.

You can get copies of all the forms and booklets mentioned on this return from our Employer's Orderline.

- Order online at www.inlandrevenue.gov.uk/employers/ emp-form.htm
- Ring 0845 7 646 646
- Fax 0870 2 406 406.

Other key dates following the end of the tax year

You also have legal obligations on other dates

- By 19 April if you are not subject to the mandatory electronic payment rules and you post your payment (or pay cash), please pay all outstanding tax and NICs to avoid being charged interest.
- By 22 April if you pay by an approved electronic payment method, please pay all outstanding tax and NICs so your payment reaches us no later than 22 April to avoid being charged interest (and surcharge in the case of employers who are subject to the mandatory electronic payment rules).
- By 31 May give a P60 End of Year Certificate to each relevant employee.
- By 6 July submit forms
 - P9D Expenses payments and income from which tax cannot be deducted.
 - which tax cannot be deducted,
 P11D Expenses and Benefits, and
 - P11D(b) Return of Class 1A National Insurance contributions due, Return of expenses and benefits – Employer's declaration
 - give a copy of forms P11D or P9D (or equivalent information) to each relevant employee
- By 19 July if you post your payment (or pay cash), please pay any Class 1A NICs.
- By 22 July if you pay by an approved electronic payment method, please pay any Class 1A NICs so your payment reaches us no later than 22 July.

Do not include payment with this form. If a payment is due, please use one of our recommended methods to pay direct to our Accounts Office. There is 'How to pay' guidance in your P30BC Payslip Booklet notes or in the letter we issue in place of your booklet, and on our website at www.inlandrevenue.gov.uk/howtopay please now fill in Pages 2 and 3

Employer's PAYE reference EMP-REF

Accounts office reference (AO) ignore last 4 digits these are only a correspondence ref.

P35(2004)(2) Page 1 859/04

Payment reminder shows Accounts Office (AO)

Revenue			Payment reminde	
			Please use this reference if you write or coll. It w help to avoid delay.	
245041 002403	AA 002351 901		Collection reference	
Florist Central			931 PC 00226616 0603	
High Street			Issued by:	
			Collector of Taxes Accounts Office Shipley	
London			BRADFORD West Yorkshire BD98 8AA	
WC2N 7RH			Telephone: Bradford (01274) 539321	
			Pate: 24 JUL 2005	
Income Tax Year 2005/1	06		24 301 2003	
Income Tax PAYE ar	d National Insuran	ce Cont	ributions	
have not received your pa	syment for the period ended	5 JUL	2005	
Interes were brove death with	the matter within the last few	u dove plac	an oither	
arrange payment of the		v days pież	ase our er	
or				
send me confirmation th	nat no amount is due using ti	ne declara	tion below.	27
Please ensure that you r	nake future payments on	time.		
You will find information ab	out how and when to pay in	your pays	lip booklet.	
				-to-step
Detach and	d return this declaration in a paysli	ip envelope :	already issued to you	
C.F.				
Declaration	3.8		100	
	Haranan T			
	Reference		7	
	Nama			
	Name			
			E SEC CLES	
declare that no narment is	e due from me for the period	ended	5 1111 2005	
declare that no payment is	s due from me for the period	ended	5 JUL 2005	

Accounts office reference (AO) ignore last 4 digits these are only a correspondence ref.

P35D, Overpayment review shows EMP-REF



Florist Central

High Street

London

WC2N 7RH



1664

PAYE Income Tax, National Insurance contributions and related payments for Year Ended 5 April 2001

My records show that you have paid more for the above year than the total shown as due on your Employer's Annual Return (form P35) and Return of Class 1A National Insurance contributions (form P1+D(b)). Any amounts deductible from payments to subcontractors in the Construction Industry are included in the Income Tax figure. I have calculated the apparent overpayment as follows:

A. Total paid

B. Amounts due per form P35

Total Income Tax - 100s 19 Total National Insurance Contributions (NICs) 1579 after adjustments Total Student Loan 0 000 Deductions Tax Credit funding 0 00 from Inland Revenue Sub Total 574116 Total Tax Credits paid to employees

C. Amount due per form P11D(b) if applicable



Total due

Total Class 1A NIC's





0 100

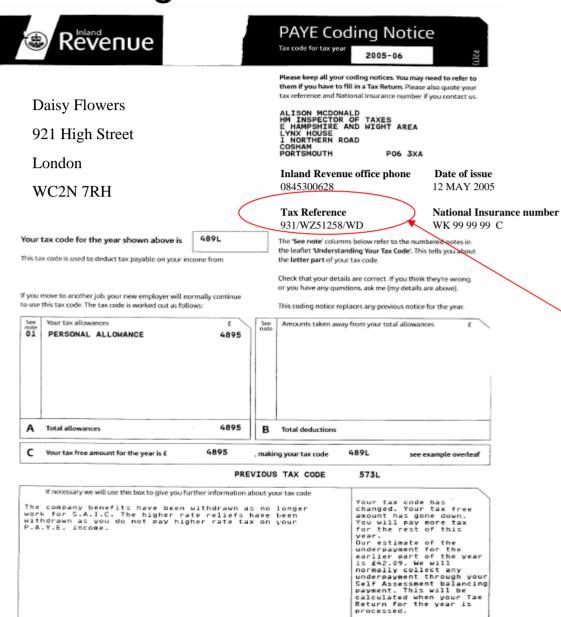
To enable me to consider this matter further, please follow the guidance given overleaf and complete part E of the form. If you need further help, please contact me on the telephone number given below.

Telephone number

Name of issuing officer

Employer reference **EMP-REF** ignore last 2 digits these are only a correspondence ref.

Coding notice shows EMP-REF



Employer reference EMP-REF ignore last 2 digits these are only a correspondence ref.